

Dress to Impress (D2I)
Policy Agreement

We're happy to assist you by providing you with an opportunity to borrow professional attire for interviews, networking events, and other career-related opportunities. Due to generous donations by alumni, faculty, staff, and fellow William & Mary students, the only fee associated with this resource is a dry-cleaning charge to ensure the borrowed items are clean once they are returned. Please carefully read the policies outlined below to ensure you can make full and appropriate use of this resource.

Eligibility

The Dress to Impress (D2I) program is available to current undergraduates, graduate Arts and Sciences, and School of Education students.

Borrow and Return Policy

All D2I items are available on a first-come, first-served basis. Borrowers are limited to one complete outfit. Clothing must be returned to the Career Center on or before the date indicated on this form and specified in your confirmation email. All suits and accessories must be returned in the same condition as received: dry-cleaned and free of odors, stains, or damages, with dry-cleaning receipt attached. Damaged, uncleaned, lost, or returned items without an attached dry-cleaning receipt are subject to fees applied directly to your student account (see "Late Returns or Damaged Items" for details). Nearby dry-cleaning options include:

- Master Cleaners, 1012 Richmond Rd, Williamsburg, VA 23185
- Courthouse Cleaners, 5231 Monticello Ave

Late Returns or Damaged Items

Any Dress to Impress items you borrow must be returned by the date agreed upon (no later than 10 days following your event, unless approved by a Cohen staff member) and indicated below in this form. Late returns will result in a daily fee of \$25 for the inconvenience this causes other students. Dress to Impress attire is property of William & Mary; if a suit or clothing item is lost or damaged, the borrower will be charged a replacement fee to their student account. Returned stained and/or odorous suits are subject to a cleaning fee. Please note the following fees:

| <u>Replacement Fees</u> | <u>Cleaning/Late Fees</u> |
|---|---|
| <ul style="list-style-type: none"> • Suit: \$200 | |
| <ul style="list-style-type: none"> • Pants: \$50 | <ul style="list-style-type: none"> • Cleaning fee: \$25 per item |
| <ul style="list-style-type: none"> • Tie or other accessory: \$30 | <ul style="list-style-type: none"> • Late fee: \$25 per day, per item |
| <ul style="list-style-type: none"> • Blazer: \$100 | |
| <ul style="list-style-type: none"> • Dress Shirt: \$50 | |

Need to Complete Your Look?

If you need accessories such as belts, shoes, bags, and cases, that are not available through the D2I program, consider visiting any of the department stores below in Williamsburg. These businesses often offer these items at a discount.

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|--|---|
| <ul style="list-style-type: none"> • T.J. Maxx, 4640 Monticello Ave, Williamsburg, VA, 23188 | <ul style="list-style-type: none"> • Marshalls, 163 Monticello Ave, Williamsburg, VA, 23185 |
| <ul style="list-style-type: none"> • Belk, 4900 Monticello Ave, Williamsburg, VA, 23188 | <ul style="list-style-type: none"> • Target, 4630 Monticello Ave, Williamsburg, VA, 23188 |
| <ul style="list-style-type: none"> • Williamsburg Outlets, 5715 Richmond Rd, Williamsburg, VA, 23188 | <ul style="list-style-type: none"> • CHKD Thrift Store, 210 Monticello Ave, Williamsburg, VA, 23185 |
| <ul style="list-style-type: none"> • DAV Thrift Store, 440 Merrimac Trail, Williamsburg, VA, 23185 | <ul style="list-style-type: none"> • Goodwill, 1310 Richmond Road, Williamsburg, VA, 23185 |

Confirmation

Once you submit the online form, your request will be reviewed within 1-3 business days (excluding holidays and closures) by a Career Center staff member. You will receive a confirmation email to confirm receipt of your form and to remind you of the agreed-upon return date for your items, included in the online form, and here below:

Scheduled return date: _____

**By signing below and through the online policy agreement, you are agreeing to follow the policies stated above in this document. You understand failure to comply may result in fines billed to your student account and/or disciplinary action. You agree to treat borrowed clothing carefully and acknowledge that failure to do so may restrict your ability to borrow in the future.*

Print Name: _____ Student ID: _____

Signature: _____ Date: _____