



CPSPE Operations
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To: Polymer Science and Polymer Engineering Students

From: Jason Randall
Director of Operations
College of Polymer Science and Polymer Engineering

Date: May 13th, 2015

Subject: Prescription safety glasses program

The College of Polymer Science and Polymer Engineering is implementing a new program to make prescription safety glasses available to those who want them.

The process is as follows. Students will take this letter to their advisor and have a discussion about the program, lens type required, and whether they are considered an employee or non-employee. The student and faculty member will sign this sheet affirming the discussion took place and indicating the category of the student.

The signed letter will be returned the Director of Operations along with a deposit of \$10. The Director will provide an authorization form to be taken to a local LensCrafters or Sears Optical. The personnel at the store will guide the student through the rest of the process. A number of basic options should be available at no cost, though certain frame styles may result in a small charge to you. If you do not have current prescription information, an eye exam can be performed at the store. The cost of the eye exam is solely the responsibility of the student and cannot be charged to any university account.

It is expected that the safety glasses will be returned once the student's time with the College is completed. If the glasses are returned, the \$10 deposit will be refunded. If the glasses are not returned, the deposit is forfeit.

If the safety glasses are lost or broken, the student will be responsible for paying the full value of the replacement glasses, except in cases where the glasses averted an accident. The replacement glasses will also need to be turned in as above to receive the original \$10 deposit.

Student

Faculty Advisor

Emp

Non-Emp