

**ADMINISTRATIVE POLICY
PRINTING AND COPYING**

This policy pertains to community and students.

To reduce unnecessary printing and to promote resource sustainability at Fox Valley Technical College, all active students will be provided a printing allowance to be used for course-related printing and copying. The allowance will be applied at the beginning of each fall, spring, and summer semester in which the student is registered for classes. In the case of late registrations, the allowance will be added at the time of registration.

At any time, current students may pay for additional balance. Additional balance that the student pays for will carry over from semester to semester but will not be refunded. Unused allowance will not be refunded and will not carry over from semester to semester.

In order to print or make copies, students will need to provide their student ID and password when prompted. With each print job, students will receive information on the number of pages they are requesting and the cost of the job. Refunds will be issued for defective prints on a case-by-case basis.

Non-active students and other guests will not be given an allowance but can pay cash at the library on the Appleton Campus to print or copy.

Rates will be established by Printing Services and are subject to change on an annual basis.

Adopted: 02/07/2011

Reviewed: 01/26/2021, 09/05/2023

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