COLLEGE POLICY

Policy No. & Title:	**C-130 Printing & Photocopying**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose

The College seeks to minimize its footprint on the environment, and as such has been transforming the College to a digital enterprise where possible. To support this environmentally responsible position of the College, it seeks to minimize the amount of paper it consumes in the course of conducting its business and teaching delivery.

Within this context, this policy establishes the guidelines and expectations for printing and/or photocopying.

Scope

This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy does not apply to students enrolled in programs delivered remotely or online.

Definitions

N/A

POLICY

1) The College shall use a print credit system to ensure limited use of printing and photocopying.
2) Students shall be provided, at no charge, a limited number of print credits upon enrolment. The print credits are typically adequate to complete a program of study.
3) Print Credits provided to the student upon enrollment are non-refundable.
4) Students may choose to purchase additional print credits.
5) Upon purchase, additional print credits will be added to the student profile or digital voucher may be provided.
6) The College endorses double-sided (duplex) printing to reduce paper use.
7) Duplex printing will be charged a reduced rate.
8) Instructor printing and photocopying should be kept to a minimum. Digital resources are strongly encouraged, including assignments and exams.
9) Administrative staff must not print documents for students from removable drives.

Related Policies
C-415 Hours of Operation

Supporting Documents/Forms
C-130p Printing & Photocopying – Procedure