



FLETCHER TECHNICAL COMMUNITY COLLEGE  
Policy# IT 7.006

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**Student Printing Policy**

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Authority:	Chancellor's Approval	Effective Date:	04/20/2020
		Last Revision:	04/20/2020

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**PURPOSE:**

The Student Printing Policy outlines the guidelines for student printing at Fletcher Technical Community College.

**POLICY STATEMENT:**

Fletcher Technical Community College provides printing resources in support of research and education with the use of computers and other instructional devices. Each enrolled student will have a set number of free prints, with the ability to purchase additional prints when the initial allocation is exhausted.

**POLICY/PROCEDURE:**

**Student Printing Policy**

- Each semester students will receive a Free Quota Balance of 120 pages = \$12.00 credit. Once the quota is reached students are financially responsible for printing costs.
- Printing costs 10¢ per page. Any funds that a student adds will be carried over each semester. Unused funds are not eligible for refund upon graduation. The Free Quota balance will not carry over and will reset each semester.
- Students can pay via credit/debit card online or may pay cash at Fletcher's cashier windows located at the Schriever campus.
- Student printing is located at the library and in the student area at the Thibodaux facility.
- Printing is only available in black and white.
- No specialty paper or ink may be substituted in the Xerox machine other than the standard paper and ink facilitated by Fletcher.
- If the machine malfunctions, a staff member should be notified. Users should not attempt to fix the malfunction themselves.
- Printing errors caused by technical malfunction may be reprinted by a staff member at their discretion. Refunds will not be given for misprints, formatting issues, failing to log out, or improper use.

- All maintenance, toner/paper refills/ and resets to the machine should be administered by a Fletcher staff member.
- Fletcher is not responsible for issues encountered during the use of the machine.
- Fletcher prohibits duplication and/or replication of copyright materials without express authorization and consent of the author or owner of copyrighted materials.

**Reference:**

**Distribution:** Distributed Electronically via College’s Internet.

**APPROVAL:**

Reviewing Council/Entity	Approval Date
College Council	04/20/2020
Executive Cabinet	04/20/2020

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 Kristine Strickland, Ph.D.  
 Chancellor

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 Date