
 Methodist College UnityPoint Health	Page # 1 of 1	Section: S	Policy #: S84
	Approval: 		Date: 04/2015 Review by: 04/2018
	Date Revised: NEW		
	Policy/Revision Submitted by: Tim Dietz		
SUBJECT: Printing Policy			

I. POLICY:

Each semester students will receive a 300 page balance to be used for printing and copying. Each student will be assigned a copier code to gain access to the copier. Once you exceed your balance of 300 pages you will no longer be able to print and copy until you add more pages to your account. You can add more pages to your account by going to Enrollment Management on the 6th floor. The cost for more pages is \$0.10 (10 cents) per page. The minimum amount that can be added is \$5.00 each time.

- If you purchased pages and have a balance at the end of the semester, it will carry over to the next semester.
- If you purchased pages and have a balance when you leave MC, no refund will be given.
- If you have a balance from the original 300 pages, it will carry over for continuing students.
- If a continuing student has a negative balance, that balance will be subtracted from the 300 pages given to each student at the beginning of the semester.
- If you have a negative balance when you leave MC, it will be added to your bill.