



FACULTY OF ARTS, Department of Psychology

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## POLICY ON STUDENT PHOTOCOPIER ALLOWANCE

Created: December 9, 2005

Last Edited: April 16, 2016

### Policy:

The purpose of this policy is to provide support to graduate students in their work, through the provision of a photocopier allowance” beyond which the individual becomes responsible.

The allowance for each graduate student is 2000 copies. This allowance will be used to establish or supplement a printing account in the Graduate Lab.

### Policy:

Outstanding balances must be paid by the end of each academic year, or the individual affected will lose his/ her privilege of access to the above resources. Graduate students can also prepay for printing in the Graduate Lab from research accounts, cash or by cheque to the Department of Psychology. Graduating students should ensure that their account is settled, as the Department will possibly delay the awarding of degrees if there remains an account balance owed to the Department. Graduating students can also obtain a refund on any unspent funds they may have added to their accounts beyond the initial allowance. All costs in this policy will be reviewed annually.