

<b>Student Faxing and Photocopying Services</b>	
<b>Origin:</b> School of Occupational Therapy	<b>Location:</b>
<b>Developed:</b>	<b>Reviewed:</b>
<b>Revised:</b>	
<b>Governing Authority:</b> COW, Administrator	<b>Date of Approval:</b> <b>December 4, 2008 COW</b>
<b>References:</b>	
<b>Corresponding Policy:</b>	

**Responsibility of: Administrative Coordinator**

Students may receive faxes on the School fax machine, but will not be permitted to send faxes or use the fax machine for any other purpose.

Students are responsible for all photocopying (including overheads) required for individual and/or group course work. There are no photocopying facilities in the School for student use.

Photocopiers for student use are located in the Kellogg/Killam Libraries, the Student Union Building and other locations around and off campus.