

## **Student Photo ID Policy**

### **MCTC Student Photo Identification Policy**

All Maysville Community and Technical College students (MCTC) are required to obtain an Identification (ID) card in order to enhance the safety and security of all personnel and students. The ID serves as the official student identification for Maysville Community and Technical College.

- All students will be issued a student photo or paper identification card. The student photo ID card may be used for student academic rights, security purposes, purchasing books with financial aid, and as a library card. The paper identification card is used only for security purposes.
- Cards expire three years from date of issue.
- Students will be required to present proof of enrollment with a copy of their schedule before a card will be issued.
- Students are required by the Registrar's Office to have Photo cards created at their home campus library or at the Montgomery Campus front desk.
- Student photo identification cards will be issued for 3 years. The first card is free of charge.
- In the event of a lost or stolen card, a replacement card can be made for a charge of \$10.00 (KCTCS approved fee).
- Payment for replacement of ID card must be made in the Business Office at each campus.
- A receipt issued by the Business Office showing payment has been made must be taken to the library as proof of payment for a replacement card to be issued.
- Workforce Solutions and Adult Education students will sign-in and be issued a paper Identification card in the Workforce Solutions Office or the Adult Education Office. There is no charge for a paper identification card and, if lost, may be replaced in the Workforce Solutions Office or the Adult Education Office.
- Paper Identification cards are valid for the length of the Workforce class or training or Adult Education visit.