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| <b>63.11</b> | <b>Student Printing Credits</b> | <b>PROCEDURE</b> |
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### 1.0 PURPOSE

- 1.1 This procedure articulates the mechanisms under which Student Printing Credits are managed.

### 2.0 SCOPE

- 2.1 This procedure applies to all NSCC students currently enrolled in a credential program or credit courses, including apprenticeship courses.

### 3.0 PROCEDURES

- 3.1 Each eligible student will receive a \$50 printing credit for the school year. This credit is provided to cover a modest amount of printing and to cover printing errors, such as ruined prints due to low toner conditions, prints lost because of power outages, etc.
- 3.2 Printing credits can be accessed from the Campus computer labs, or any computer workstation in the Library
- 3.3 Students are responsible for paying for all printing done using NSCC equipment after the \$50 printing credit is exhausted. No further credits will be allocated free of charge.
- a. The credit balance on each student printing account will be deducted automatically as printing occurs.
  - b. Students should check their [print credit balances](#) frequently and purchase additional credit in advance of actually needing them, as there may be a time lag between purchase and balance update.
  - c. Additional printing credits may be purchased from the Campus Business Office (or Campus Bookstore), during regular office hours. A minimum purchase of \$5 is required.
  - d. Students will not be reimbursed for unused credits and unused credits will not carry over from one academic year to the next. Students registered in continuous intake programs will have credits for a 10-month period, beginning with the month of registration.
  - e. There will be no transferring of print credits from student to student by Digital Innovation & Technology, there is no cash value associated with print credits, and all unused credits expire.
- 3.3 Deductions from student printing credits will be charged based on the number of sheets of paper used, regardless of whether the printing is single or double sided.
- \* Please note: Most NSCC printers default to double-sided printing, but it is the responsibility of the student to select double-sided printing when it is not automatically set as the default.**
- 3.1 Credits will be deducted based on:
- a. 10 cents per sheet for black and white prints;
  - b. 50 cents per sheet for colour prints;
  - c. Costs of plots will be based on plotted area.

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| <b>Executive Policy Sponsor:</b> VP, College Services & CFO | <b>Policy Steward:</b> Director, Digital Innovation & Technology | <b>Approved:</b> Executive Council<br>SEP 18, 2018 | <b>Effective Date:</b><br>September 1 2018 | <b>Next Review:</b><br>2021 |
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