



Policy

Title:	Student Printing
Effective Date:	Revised February 20, 2020
Approved By:	President's Council
Responsible Party:	Chief Information Officer
History:	1/4/16
Related Documents:	

I. Purpose:

Salus University recognizes that students need to print materials relating to their educational experience. The University also recognizes its responsibility to promote responsible use of printers and related materials by students and the financial impact of these resources. Accordingly, this policy defines the allocation of free printing for students, as well as the business model that will be implemented once a student's allocation of free printing has been exhausted.

II. Definitions:

Sheet: A sheet consists of a single sheet of paper, regardless of whether one side or both sides have been printed. Students can make the most of their printing allotment by selecting double-sided (duplex) printing. A student can print two document pages on one sheet of paper.

III. Policy:

Free Student Printing Allocations

- Full-time and part-time students at Salus University will receive the first 1,000 black and white copies/sheets at no charge. Free color copies are not provided.
- When the allocation for 1,000 black and white copies is exhausted, students will be invoiced \$.04 for each black and white sheet/copy printed. Color copies will be invoiced at \$.15 per copy.
- The allocation period begins at the outset of each academic year and will end on the last day of the academic year. This would start anew each May 15.
- A student's printing allocation is intended for their individual academic use only. The student may not use their allocation to print other people's work or sell their unused printing allotment.
- Unused printing allotments cannot be carried over into the next academic year. There is no cash value to unused printing allotments.
- All users are asked to consider (green initiative) when printing is necessary.

Student Refunds:

- Refunds are issued only for problems due to defective equipment, such as paper jams or missing ink/toner. Refunds consist of replacement sheets only. In these instances, library personnel will ensure the appropriate numbers of copies are replaced into the student's allotment or that the student is not charged by communicating to the appropriate Technology and Library Services (TLS) personnel.
- No refunds are issued for user errors. Students should review their printing job before printing to avoid unwanted blank sheets or other errors.

Student Invoicing:

- Students wishing to print in excess of their 1,000 copy allotment or in color must provide authorization on the "Bursar" tab on "MySalus." Printing will be disabled for those who have not given authorization once a charge has been generated. Printing privileges will be reinstated within 30-minutes of providing authorization. Charges will appear on students' accounts on a monthly basis.
- Students will be able to view the number of free copies they have expended by logging into their personal account on the "My Salus" web portal (<https://jics.salus.edu/ICS/>)
- If a student believes an error has been made in printing charges on their account, the student should contact Technology and Library Services (TLS) Help-Desk at 215-780-1444 or helpdesk@salus.edu.