

CSB/SJU Student Printing Policy

As part of our ongoing commitment to responsible consumption and conserving resources, CSB/SJU will implement a new Student Printing Policy for all students, student clubs and organizations beginning August 31, 2011. The details of this policy are as follows:

- Print management software (PaperCut) will be utilized to track usage and billing.
- Students, student clubs and organizations will be given \$25.00 in their PaperCut account each semester, which is equal to 500 sheets of paper.
- The cost to print is \$0.05 per page for single-sided printing and \$0.06 per page for double-sided (duplex) printing. Printing costs will be automatically deducted from students' PaperCut accounts.
- If students, student clubs and organizations use more than the allotted PaperCut balance of \$25.00 per semester, they will still be able to print. Their account balance will show a negative value, and at the end of the semester, students, student clubs and organizations will be charged on their account for the additional printing.
- Any unused portion of student's PaperCut balance cannot be refunded, carried over or gifted.
- Information about PaperCut, including how to check your print balance, can be found at <https://sharepoint.csbsju.edu/itservices/kb/Pages/miscpapercut.aspx>
- Students should direct questions and problems with PaperCut to the Help Desk at #2228 or helpdesk@csbsju.edu.
- When a student works for a department and that work requires printing, they should use their student worker account and print to their departmental printers, not access area lab printers using their personal account.

Rates and Billing Schedule:

Each semester students are given an account balance within PaperCut as follows:

Fall & Spring Semester

\$25.00 per semester for all students, student clubs and organizations, which is equivalent to 500 single-sided pages or 830 double-sided pages.

Summer

\$5 = 100 single-sided pages for all students.

Student Print Rates:

- 5 cents for single-sided pages
- 6 cents for a double-sided pages

PaperCut Term Dates are:

- Fall: August 1 (start) to December 31 (end)
- Spring: January 1 (start) to Friday before Graduation (end)
- Summer: Monday after Graduation (start) to July 31st (end)

Any excess printing charges will be billed to students', student clubs' and organizations' accounts at the end of these terms.

Please note: Any unused portion of a student's, student club's or organization's PaperCut balance cannot be refunded, carried over or gifted.