



Document ID:	STS4.6 Student Printing Policy
Responsibility:	Manager, Admissions
Version No:	1
Issue date:	15 August 2006

POLICY TITLE: STUDENT PRINTING POLICY

AMENDMENT HISTORY:

Issue Date:	Summary of Changes
15/8/06	Initial implementation of Policy

PURPOSE:

This policy will set out guidelines and procedures for the student print management system.

SCOPE:

This policy applies to staff members who have access to the Print Management System and to ACN Students.

POLICY

It is ACN policy that:

- All students are required to pay per page for their printing. The cost is 0.10 cents per page. This enables ACN to spend money on other student services.
- Each student has own account with a specific log on and password that is known only to them.
- New students will automatically be added to the Print Management System over night and will start with a \$1.00 credit (10 pages).
- It is the students responsibility to ensure that their account is up to date. No notice from reception will be sent regarding print balances.
- The minimum payment ACN will accept is \$10.00. This money can only be paid by credit card, EFTPOS or money order. This money will be receipted in the receipt book against the student number as per the receipting policy. This money will then be receipted against the student record on MAZE.
- There is no maximum payment but students should be aware that there is no refund of any amount or transfer of funds from one student to another once they have finished their studies with ACN. All students will sign an account acknowledgement form advising of this (REFERENCE STS 4.6 R1: - Terms and Conditions for the Print Management System).
- Any credit that is left at the end of the semester for current students will roll over to the next semester.
- ACN will provide a Print Management System Orientation to all existing students and will incorporate the Print Management System into the Orientation for new students.
- All students are required to sign a Terms and Conditions for the Print Management System form when they obtain their logon.
- The Terms and Conditions form will be stored on the student file.

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PROCEDURE TO CHANGE A STUDENTS BALANCE

Step	Who	Notes
Double click on the Print manager Icon on your desktop	Front desk	
This will automatically come up with a log in screen and the User Id. Enter in your password	Front desk	Logon: PRINTMNGR Password: admin50401
Double Click on the print manager icon	Front desk	
A list will appear of all student ID's highlight the one requiring the change in account balance and click Edit in the top left hand corner box	Front desk	
A box will appear on the screen with the students current balance enter the new amount and press ok	Front desk	
Orientation for new and existing students	Manager, Admissions	The Manger, Admissions is currently holding orientation with current students. This will be incorporated into the orientation day for new students.
Providing students with the Terms and Conditions form	Front desk	
Filing Terms and Conditions forms	Front desk	



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REFERENCES:

Policy Number:	Policy Title
TBC	Receipting procedure
REFERENCE STS 4.6 R1: -	Terms and Conditions for the Print Management System