Student Printing Credit and Billing Policy

Policy Title:
Student Printing Credit and Billing Policy

Effective Date:
January 1, 2026

Approved By:
President's Cabinet

1. Purpose
The purpose of this policy is to implement a student printing charge model that promotes responsible printing behavior, supports institutional sustainability goals, and recovers operational costs associated with campus print services. This model introduces a $30 annual printing allowance per student, after which additional printing monies will be purchased by the student independently.

2. Scope
This policy applies to all undergraduate and graduate students who utilize university-managed printing services. It covers printing from all networked campus printers and applies to both black-and-white and color printing.

3. Definitions
Printing Allowance: An annual $30 credit allocated to each enrolled student for printing services.

Overage: Any printing activity that exceeds the annual allowance and is therefore billable to the student's account.

Print Management System: The university's digital platform used for tracking individual printing usage and managing print job releases.

Student Account System: The financial system through which student charges and credits are processed.

4. Policy Statement
Marian University will implement a student printing charge model effective Fall 2026. Each student will receive a $30 annual printing allowance (equivalent to approximately 300 black-and-white pages at $0.10 per page or 120 color pages at $0.25 per page). Once the allowance is exhausted, students will need to purchase additional printing money through a form that will authorize billing

to their student account. This policy is aligned with sustainability and cost-efficiency objectives and is consistent with practices at peer institutions.

5. Procedure

1. Annual Credit Allocation:
   - Each enrolled student will receive a $30 printing credit at the start of each academic year.
2. Monitoring and Tracking:
   - Students will log in with university credentials to release print jobs.
   - The campus print management system will track usage and remaining allowance.
3. Billing for Overages:
   - When the annual allowance is exhausted, students may request to purchase additional printing credit by completing the designated online request form.
   - Students will specify the desired additional amount and authorize billing to their student account upon form submission.
   - The approved printing funds will be added to the student's printing balance by the next business day.
4. Communication and Rollout:
   - Students will be notified of this new policy in January 2026, and all accounts will be reset to the $30 allowance at that time to ensure proper notification.
   - Beginning in Fall 2026, students will receive their $30 printing credit for the full academic year with adequate advance notice.
   - System configurations and billing integrations will occur during Fall 2026.
   - The policy will take full effect at the start of the Fall 2026 semester.
5. Review and Adjustment:
   - The Office of Information Technology and Business Office will review usage data annually to assess financial performance, sustainability outcomes, and student impact.

6. Compliance

Students are expected to monitor their printing usage and maintain awareness of their available allowance. Unauthorized attempts to bypass the print management system or manipulate charges may be subject to disciplinary action under the university's Student Code of Conduct.

Departments and offices managing print services must ensure adherence to system configuration and bill procedures.

7. Questions

Questions about this policy should be directed to:

- Office of Information Technology – for technical or access concerns
- Business Office – for billing and account inquires
- Office of Student Affairs – for general student support related to printing policies