

## Crediting Student Accounts

If you wish to provide free credits to your users you can bulk credit their accounts with a preload. We will need a list of student matric numbers and the relevant cash value in pounds you wish to credit. For example :-

12033204w,2.53

20339493q,0.47

In these examples the student would get 2 pounds 53 pence and forty seven pence respectively.

The students will be charged the default pay prices for the University listed below.

**You can elect to have your student printers charged at standard click rate but ANY STUDENTS WHO PRINT THERE WILL BE CHARGED THIS RATE.** Thereafter all users printing here with pay accounts will be charged the default click rate, which adds nothing for paper and power.

You can raise a helpdesk call to request this.

Should you wish to pickup all the costs for a particular student you can elect to have them changed to tracking , meaning all of the students costs are met by you moving forward. You need to raise a helpdesk call for this change and provide a print project code against which printing will be charged. This printing is charged at the standard click rate costs for the contract. **These users cannot be setup with a quota however so costs will be met for all printing for the duration of their configuration as a tracking user.**

## Costs

Printing for students, undergraduate and postgraduate is charged at the following rates from managed printers :-

<b>A4 Mono Simplex</b>	<b>=</b>	<b>5 pence per sheet.</b>
<b>A4 Mono Duplex</b>	<b>=</b>	<b>3.5 pence per sheet.</b>
<b>A4 Colour Simplex</b>	<b>=</b>	<b>15 pence per sheet</b>
<b>A4 Colour Duplex</b>	<b>=</b>	<b>13.5 pence per sheet.</b>
<b>A3 Mono Simplex</b>	<b>=</b>	<b>10 pence per sheet.</b>
<b>A3 Mono Duplex</b>	<b>=</b>	<b>7 pence per sheet.</b>

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