

RTO- Student Printing Policy

Introduction:

This policy outlines the fees associated with student printing at Riverina Community College. The purpose of implementing these fees is to cover the costs associated with printing services and encourage responsible use of resources with a view to move completely online and paperless facility where by 2025.

All students and staff are expected to adhere to the following guidelines and fees when utilising printing facilities on campus.

Printing Fees:

The printing fees are categorised based on the quantity of pages printed and whether the document is in colour or black and white. The fees are as follows:

Quantity	Price per page COLOUR	Price per page Black and White
50 - 1000	\$0.15	\$0.10
1001 - 3000	\$0.10	\$0.08
3001 +	\$0.08	\$0.05

Payment:

Printing fees are payable at the time of request for printing via EFTPOS.

Minimum EFTPOS charge is \$5 where pages are under 50 copies per learner guide- inclusive of up to 50 pages.

Printing Timelines

Requests for printing should be made at least 5 business days prior to the requirements of printing. Requests should be made directly to the trainer or by emailing info@riverinacc.edu.au with the unit name and code.

Guidelines for Responsible Printing:

- Print only when necessary.
- Use double-sided printing whenever possible.
- Proofread documents before printing to avoid unnecessary reprints.
- Utilise electronic submission methods whenever provided

Policy Review:

This printing policy will be subject to periodic review, and adjustments may be made to the fees and guidelines as deemed necessary. Any updates to the policy will be communicated to students through official channels.

By requesting the printing services at RCC, students acknowledge and agree to comply with the terms outlined in this policy.