

Guidelines for Student Printing Management at National Chi Nan University

[Approval and amendment history omitted for brevity]

1. To serve students' printing needs for coursework, the Computing and Network Center (hereinafter referred to as "the Center") has set up laser printers in computer classrooms and the library for use by university students. To properly manage printing resources, these guidelines have been established.
2. The Center provides various consumables, maintenance, and consultation services for all open-access printers. However, printing paper may be supplied by either the Center or the library, depending on the printer's location.
3. Students shall purchase printing quotas according to the following rules:
 - (1) Using a base unit of 10 New Taiwan Dollars (NTD), students pay at a coin machine and receive a receipt. The coin system automatically adds the printing quota to the student's CN domain account.
 - (2) Each purchase must be at least one base unit, but multiple units can be purchased at once.
 - (3) For self-funded printing quotas, the deduction principle is as follows: for black and white laser printing, 0.7 NTD is deducted per page; for color laser printing, 5 NTD is deducted per page. When leaving the school with remaining balance, students can apply for a refund by filling out a "Self-funded Printing Quota Refund Application Form" at the Center.
4. Students should use the computer classroom domain account (hereinafter referred to as CN account) assigned by the Center to log in to computers in computer classrooms or the library, and use printing resources accordingly.
5. These guidelines shall be implemented after approval by the Center's Advisory Committee.

Self-funded Printing Quota Refund Application Form

Applicant: _____ Student ID: _____ Department: _____

Reason for refund: I still have a balance in my self-funded printing quota upon leaving the school and do not need to print anymore. I hereby apply for a refund.

Refund amount: NTD _____ (in words)

To:

National Chi Nan University

Handler: _____ (Signature)

Application date: Year ____ Month ____ Day ____

Note: Please bring this application form and your student ID to the Computing and Network Center to confirm the balance, reduce it, and process the refund.