Princeton Theological Seminary
Computer Lab Printing Policy for Non-PhD Students

The Seminary limits the quantity of free printing a student may do on network printers. The quantity permitted at no cost is substantial and should be sufficient for normal needs of students. Printing of additional pages is allowed only on a prepaid fee basis.

Each student has been given a “printing bank” account for printing that can be done within the PTS computer labs. For the nine-month academic year ending May 31, 2009, PTS has credited each non-PhD student with a $140 printing bank. This bank can be used throughout the fall and spring semesters, with no loss of balance after the fall semester. The machines in the labs will track usage by student based upon network accounts and passwords. As documents are printed, the following charges will be deducted from the $140 printing bank:

- Black and white printing 7 cents per page
- 12 cents for both sides of a page (duplex)

If a student’s printing bank is exhausted, additional funds may be added to it in $10 increments via the PTS web. Specifically, a student will be able to check his/her printing bank balance and add to it by visiting the following web site: http://technology.ptsem.edu/?id=1340. Additions to a student’s printing bank will be billed to the student’s account in the Bursar’s Office. Any balances left in printing banks at the end of May, 2009, including those related to any additional increments added by students, may not be carried forward to the next term and are not refundable.

For those of you hired by the Academic Affairs Office (serving as teaching fellows, teaching assistants, research assistants or editorial assistants), please send a request by email to academic.dean@ptsem.edu to obtain an assigned print/copy code for business related work during the period of your employment.