

These terms and conditions apply to your use of your Galstaun College (**College**) Student ID Card (**Card**) to load funds on your Card to access printing and copying services (**Payment Function**) across the campus.

Please read these terms and conditions before you use the Payment Function. By using the Payment Function, you accept these terms and conditions.

**If you have any questions or issues relating to use of your Card or the Payment Function, please contact Galstaun College Administration on +61 2 9998 3200.**

## Printing and copying

1. The Payment Function enables you to load funds on your Card to pay for certain printing and copying services at the College. The College does not charge you a fee to use the Payment Function upon fund loading, but recoups the merchant fee via a yearly levy.
2. These funds can be loaded using the web interface on-campus or remotely from home.
3. Any funds you load on your Card are stored on your Card only.
  1. You are not entitled to receive cash in exchange for funds on your Card in any circumstances.
  2. You are not entitled to transfer funds on your Card to any other person.
  3. You are not entitled to a refund of funds loaded on your Card in any circumstances (including when you suspend, withdraw from, or complete your education at the College or your enrolment is terminated by the College).
  4. You cannot have a negative balance on your Card. If, for any reason whatsoever, your printing and copying usage exceeds the amount of funds on your Card and your Card reaches a nil balance, printing and copying functions won't function.
  5. The funds on your Card expire and are no longer available to you when you cease enrolment with the College. They are then used to benefit the College.
4. You should only load your Card with the amount of funds you reasonably expect to use. Suggested recharge amounts are \$25 or \$50 as this will allow for a high number of jobs.
5. You can view the funds on your Card by checking the report emails sent to your parent/s.
6. If your Card is lost, stolen or damaged, and you comply with these terms and conditions, the College will transfer unused funds to your new Card. **Notify Administration ASAP.**
7. You must use the printing and copying services in accordance with any instructions and any directions from College staff. You must ensure you end your transaction when you have finished using the printing and copying services.
8. You must report any misprints or paper jams to College staff. You will not be charged for misprints caused by paper jams or poor quality prints that are not due to your misuse of the printing or copying services. If you are, please notify Administration ASAP.
9. The College may collect and use information relating to your use of your Card and the Payment Function, including what funds you load on your Card and how and when these

funds are used. This information will be used by the College to administer the printing and copying services and for other related purposes. Any personal information will be handled by the College in accordance with the Privacy Act.

10. The College is not responsible for any unauthorised use of your Card or for any loss arising from your failure to comply with these terms and conditions.
11. The College may update these terms and conditions from time to time. We will not provide any notice of amendments, however will update this document on our website to reflect all changes. The updated terms and conditions will take effect 7 days following the update on our website. Any subsequent use by you of the Payment Function will constitute your acceptance of the updated terms and conditions.