Guide to assistance with printing facilities

In the interest of preventing the spread of COVID-19 infection, Ritsumeikan University has restricted access to its campus to activities and use of facilities for which authorization has been obtained in advance. Accordingly, from Wednesday July 1, use of the campus Print Station is possible through an advance booking system.

As an additional measure for students who are unable to use the campus Print Station, for instance because they returned to their family home for the spring semester, the university will offer assistance with the cost of using the printing services of convenience stores or other printing service businesses.

(1) Costs eligible for assistance
The assistance covers materials for class use or self-study printed using the printing services of convenience stores or other printing service businesses. The cost of paper and ink for printing on a printer or other device owned by the individual or a family member is not covered.

(2) Amount and method of assistance
The assistance covers the full amount of the eligible costs (including taxes). The maximum limit of assistance is indicated below.
Undergraduate students: up to 5,000 yen
Graduate school students: up to 10,000 yen

The relevant costs should initially be met by the student through payment directly to the store or other business. The eligible amount will be paid at a later date in a lump sum to a bank account designated by the student following checking of receipts or other proof of payment and completion of the required procedure during the assistance application period as explained below. Please note that if the costs applied for exceed the maximum limit of assistance, payment will be made up to the maximum limit only.

*For each 20 yen of assistance received under this system, one point will be deducted from the point balance available for use at the campus Print Station.

(3) Assistance eligibility period
The assistance covers costs for which payment is completed between July 9 and September 25, 2020.

(4) Assistance application period
The application period will run from September 26 to October 31, 2020. Applications are limited to one per person.

(5) Assistance application procedure

Please collect receipts or other proof of payment for printing costs incurred during the assistance eligibility period and submit them in one lot to the university before the end of the assistance application period. Further details of the application procedure will be communicated through manaba+R once finalized. Please retain the receipts carefully until then.

Points to note regarding printing cost assistance:
① The receipt or other proof of payment should display printing costs only. (Costs other than for printing will not be included in the calculation.)
② The receipt or proof of payment must display the date (between July 9 and September 25, 2020).
③ Please make sure at the time of issue that the receipt itemizes the goods or services purchased.
④ The receipt or other proof of payment must display the name of the issuing business (name of company or business operator).
⑤ Corrections to the receipt or other proof of payment will only be accepted if accompanied by the correction stamp of the issuing business (name of company or business operator).
⑥ Assistance cannot be provided for costs where a receipt or other proof of payment is not issued or has been lost.
⑦ Assistance cannot be provided where the application is not made within the application period.
⑧ Assistance will not be provided in the case of improper applications, for instance where application is made for non-eligible costs or the receipt or proof of payment has been inappropriately altered. Moreover, where such improper action is subsequently discovered, a demand may be made for return of the assistance provided.

(6) Inquiries on assistance system

Please use the form at the link below to send any inquiries regarding the assistance system.

Contact for inquiries on assistance with printing facilities:
https://cw.ritsumei.ac.jp/campusweb/SVA20D0.html?key=SUR20200706171244781359213