How to Request a Print / Copy Refund

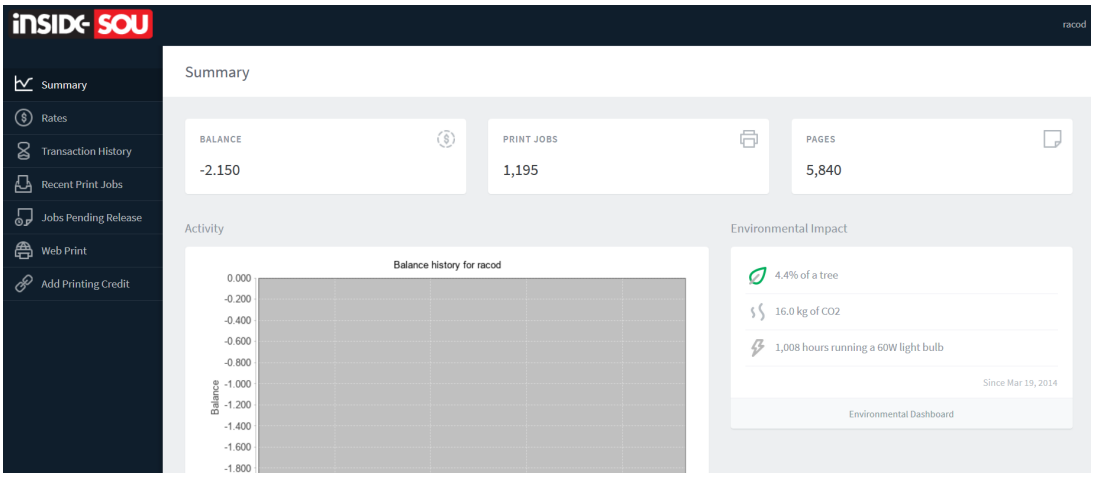
Brad Christ - 2025-05-29 - Comments (0) - Paper, Printing and Copying

To request a ***Print/Copy refund***, you must use our ***print accounting system***. This includes any copies made in the library.

Note
If you are a graduating student, use this link to request a refund of your unused print credits.

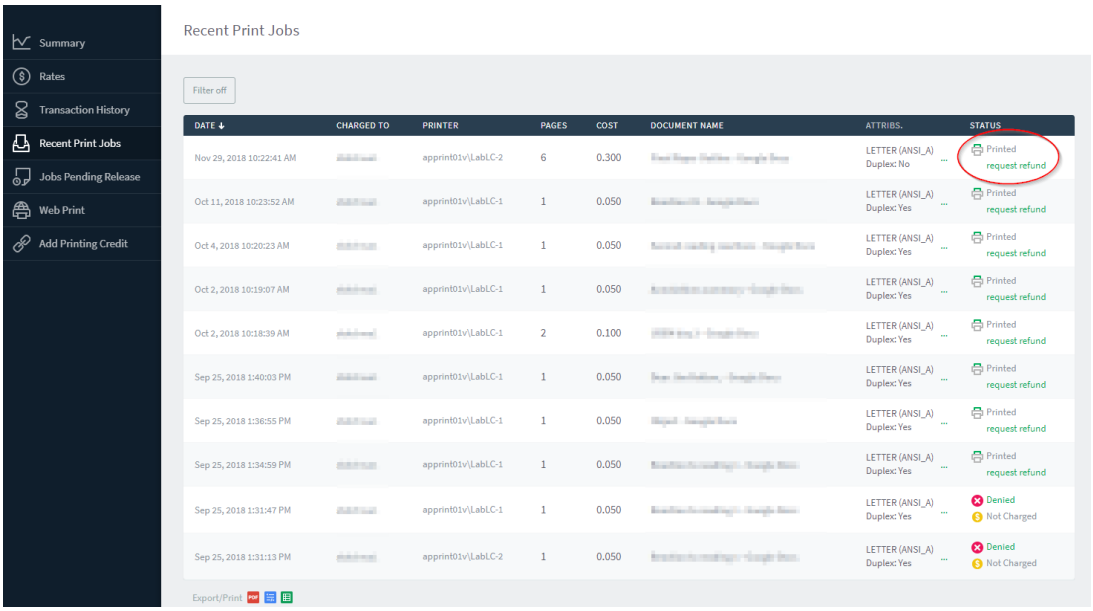
To get started, follow this link.

After successfully logging in, you should presented with a **Summary** screen for your account. This screen will show your recent printing activity and the environmental impact of your printing.



On the side bar menu select the **Recent Print Jobs** option.

Now, take note of which printing job you would like to have refunded.

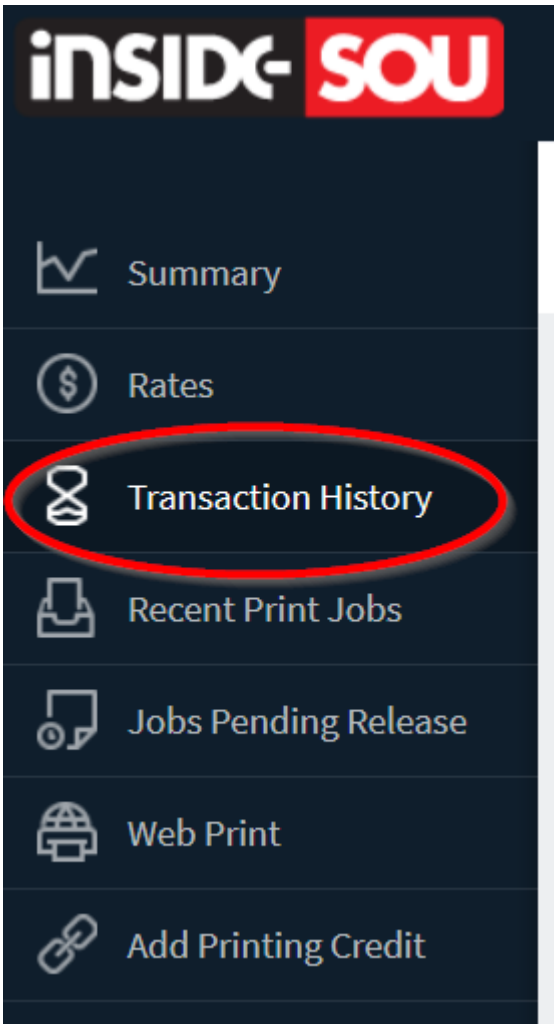


To request a refund, click **Request Refund**.

Warning

- We only issue refunds for ***printer or computer malfunction***, not because of unwanted copies, formatting issues, or other non-technical reasons.
- So, please check your work carefully and use **Print Preview** before pressing the **Print** button.
- If you are a graduating student then use this link for your refund.

To check for credits from refunds or balance history, click **Transaction History** on the side bar menu.


INSIDE SOU
Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Printing Credit