

How to Request a Print / Copy Refund

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

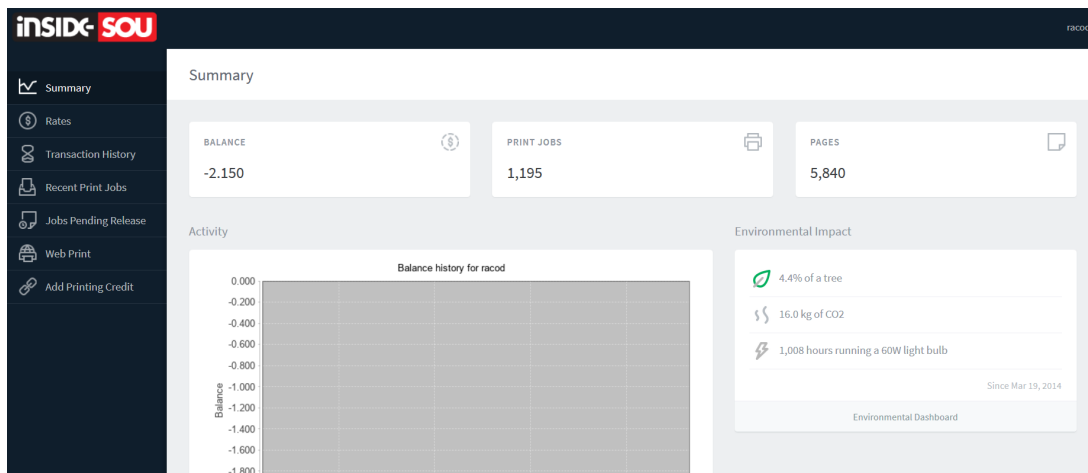
To request a **Print/Copy refund**, you must use our **print accounting system**. This includes any copies made in the library.

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 be 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.

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Printing Credit

Recent Print Jobs

Filter off

DATE ↓	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Nov 29, 2018 10:22:41 AM		apprint01v\LabLC-2	6	0.300	Event Report Outline - Sample Data	LETTER (ANSI_A) Duplex: No	Printed request refund
Oct 11, 2018 10:23:52 AM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Oct 4, 2018 10:20:23 AM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Oct 2, 2018 10:19:07 AM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Oct 2, 2018 10:18:39 AM		apprint01v\LabLC-1	2	0.100	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Sep 25, 2018 1:40:03 PM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Sep 25, 2018 1:36:55 PM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Sep 25, 2018 1:34:59 PM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Printed request refund
Sep 25, 2018 1:31:47 PM		apprint01v\LabLC-1	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Denied Not Charged
Sep 25, 2018 1:31:13 PM		apprint01v\LabLC-2	1	0.050	Researcher's - Sample Data	LETTER (ANSI_A) Duplex: Yes	Denied Not Charged

Export/Print

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.



Summary



Rates



Transaction History



Recent Print Jobs



Jobs Pending Release



Web Print



Add Printing Credit