



How to Request a Print / Copy Refund

Brad Christ - 2019-12-05 - 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.

If you are a graduating student, use this link to request a [refund of your unused print credits](#).

To get started, click the Printing Portal link on InsideSOU or by following this link:

<https://printing.sou.edu/>

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.



To request a refund, find the print job and click Request Refund.

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.