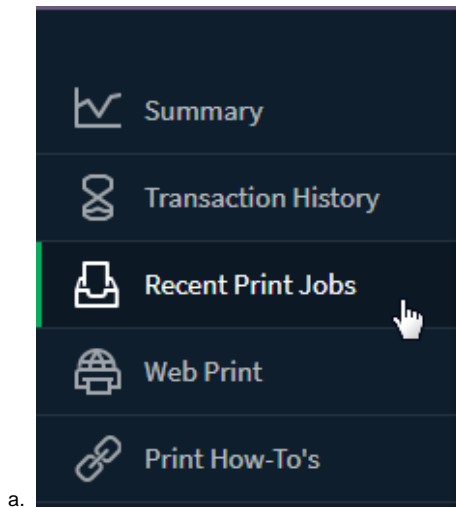# Request a Print Refund

Overview

If you send a print job to a student printer on campus and the printer does not print your document for whatever reason feel free to request a refund or prints that were charged but did not print.

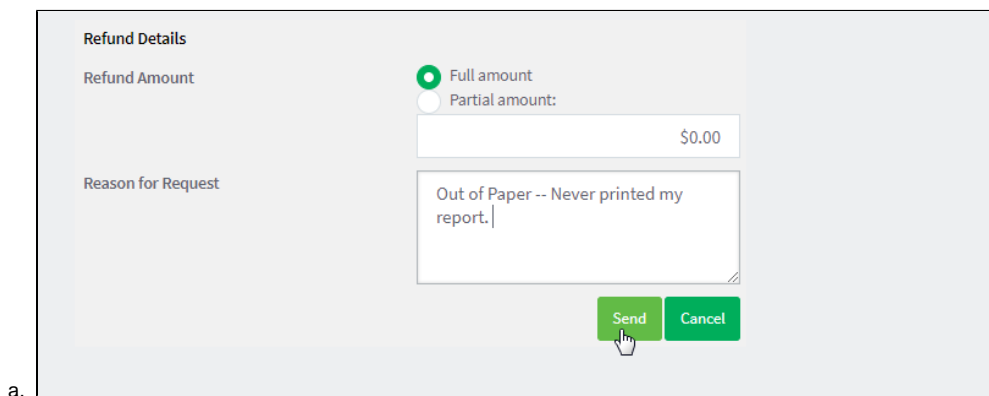**How to request a refund for a print request**

1. Go to https://print.unwsp.edu/user and log in

2. Navigate to **Recent Print Jobs**

   a.

3. Locate the print job for which you would like to request a refund, then click **[request refund]**.

   a.
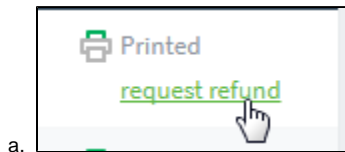
4. Explain why you are requesting the refund, then press **Send**.

   a.

5. The IT Department will investigate into the request and inform you of their decision to provide a refund or not.