



Print / Copy Refund Policy

Upon receipt of a completed refund request form, George Brown College students may now obtain a refund for print/copy balances remaining on their student card.

Print / copy Refund Request forms are available in person at the library help desk.

The Library Learning Commons will provide refunds for balances above \$3 only.

Balances \$3 or lower are non-refundable.

All refund transactions are subject to a \$3 administration fee which will be deducted from the user's print/copy account balance prior to the refund being issued.

All refund requests must be submitted in person and may take up to 3 business days to process depending on the time of the request and staff availability.

It is recommended that requests be submitted Monday - Friday between 9:00 am -5:00 pm for the most timely completion of a refund request.