



greenPRINT Fund Adjustment Form

- Your **greenPRINT** fund can be adjusted if your print job did not successfully print due to a printer malfunction, including incomplete pages due to low toner and jams.
- Refunds are not available as a result of user formatting issues, including blank pages.
- Adjustments will be made to your **greenPRINT** fund only and cash refunds are not available.
- Please fill out the entire form and staple the damaged pages to this sheet. Incomplete requests will not be processed.
- Most adjustments will be processed within seven (7) days. You will receive an email in **accessBCC** once your account has been adjusted.
- To request an adjustment, fill out the form below and submit it to any of the following locations:

Information Technology Services Help Desk, room K130
 Farley Learning Resources Center Circulation Desk, 1st Floor
 New Bedford Campus, Enrollment Center
 Attleboro Center, Enrollment Center

Your information:

| | |
|-----------------------------|--|
| accessBCC ID Number: | |
| accessBCC user name: | |
| First Name: | |
| Last Name: | |

Current relationship to BCC (please check just one):

| | | | |
|---|--|---|--|
| <i>Student enrolled in credit courses</i> (\$0.10 B&W, \$0.25 color) | | <i>Student enrolled in non-credit courses</i> (\$0.15 B&W, \$0.50 color) | |
| <i>Center for Adult Basic Education student</i> (\$0.10 B&W, \$0.25 color) | | <i>Alumni members</i> (\$0.15 B&W, \$0.50 color) | |
| <i>Community member/guest</i> (\$0.15 B&W, \$0.50 color) | | | |

Details of printing issue:

| | | | |
|-------------------------------|-----------------------|-------------|--|
| Reason for refund: | | | |
| Date and approximate time: | | | |
| Location (building and room): | | | |
| Number of pages lost: | Black and White _____ | Color _____ | |

Sign here:

| | |
|------------|--|
| Signature: | |
| Date: | |

Office Use

| | | | | | |
|----------------|--|------------------|--|----------|--|
| Received by: | | | | | |
| Date credited: | | Amount credited: | | Done by: | |