



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:
 - ❖ Fall River Campus
 - Library Learning Commons Circulation Desk
 - ❖ Attleboro Center
 - ❖ New Bedford Campus
 - ❖ Taunton Campus
 - Library Learning Commons Circulation Desk
 - 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:	