



COMMONWEALTH UNIVERSITY

COMMONWEALTH UNIVERSITY - BLOOMSBURG - CARDHOLDER AGREEMENT



UNIVERSITY AFFILIATION

- Student Faculty Staff Other (i.e. Contractor)

CARD ISSUANCE REASON

- First Card Lost Stolen Replacement (i.e. Normal Wear & Tear)

ID NUMBER: _____

FIRST NAME: _____ MI: _____ LAST NAME: _____

I have read, understand and agree to abide by the Terms and Conditions, Regulations, Disclaimers and Policies contained herein.

SIGNATURE: _____ DATE: _____



TERMS AND CONDITIONS

All patrons requesting a University ID Card must complete and sign a *Cardholder Agreement* form. Completion of this form constitutes an acknowledgment of the cardholders' rights and responsibilities with respect to their official university identification card. The Bloomsburg ID Card is the official campus identification card for all university students, faculty and staff members. The Bloomsburg ID Card is required for all active members of the university community. All other versions of the university identification card are invalid.

REGULATIONS

- Rights and privileges associated with the card are non-transferable.
- Rights and privileges associated with the card are contingent on active status as a student, faculty or staff member.
- The card must be carried at all times and presented to a university official upon request.
- Images captured for the identification card become part of cardholders' educational record and therefore may be used for official university business.
- Lost or stolen cards may be suspended by the card holder online at any time at cardcenter.bloomu.edu. Suspension will only include meal plans and stored value accounts while building and room access will remain active. Please contact the University Card Center immediately if your card is lost or stolen.
- Cardholder will have responsibility for reporting and replacing lost, stolen, or damaged cards within 48 hours.
- Cardholder is issued the first card at no charge. Subsequent cards issued to the same cardholder will be considered replacement cards and are subject to a replacement fee.
- Cardholders are not permitted to wear any article of clothing or eyewear that, in the judgment of the Card Center staff, will obscure their physical features when their image is taken for the Bloomsburg ID Card. Any exceptions to the above will be made on a case-by-case basis.

DISCLAIMER

The University Card Center is not liable for financial loss or criminal repercussions associated with lost, stolen, damaged or fraudulently used cards distributed from the University Card Center.

FULL PROGRAM EXPLANATION, CAPABILITIES, USES, INSTRUCTIONS, TERMS AND CONDITIONS, SAFEGUARDS AND RESTRICTIONS CAN BE FOUND AT CARDCENTER.BLOOMU.EDU

GENERAL: The guidelines contained herein will not supersede or conflict with those established by Commonwealth University and The Pennsylvania State System of Higher Education. Commonwealth University reserves the right to alter any term or condition contained herein. All Bloomsburg ID Cards are the property of Commonwealth University and must be surrendered upon official request.

CARD ISSUANCE: The Bloomsburg ID Card will be issued upon enrollment as a student or employment at Commonwealth University - Bloomsburg. It is your official identification card and is valid as long as you are an enrolled student or employed at the university. The Bloomsburg ID Card is also issued to individuals affiliated with Commonwealth University - Bloomsburg, based on specific criteria, as determined at the discretion of the university. Access to university facilities or cardholder account(s) may be denied if the account is suspended by the university, cardholder directs deactivation, system failure or physical card damage. The Bloomsburg ID Card shall not be loaned or otherwise transferred to anyone other than the person pictured on the card. Unauthorized use of the Bloomsburg ID Card is subject to campus disciplinary action and/or criminal prosecution.

Students must be currently enrolled at Commonwealth University - Bloomsburg in order to receive a Bloomsburg ID Card. A photo ID and current semester schedule must be shown before a Bloomsburg ID Card will be issued.

New employees and affiliates must provide a valid photo ID (e.g. license, state ID, passport) before receiving their official Bloomsburg ID Card.

Each student, employee and affiliate is entitled to carry only one active card. Employees who are taking classes do not receive a student ID card. Individuals appointed as graduate assistants (GA) and graduate teaching assistants (TA) are issued a student ID card.

The name printed on the Bloomsburg ID Card is the individual's official name as recorded in the Commonwealth University - Bloomsburg database. Names on cards will not carry titles. If it is determined that a name is incorrect due to the university's error, no charge will be assessed to the cardholder for a replacement.

An official name change, as recorded in the university database, shall warrant the issuance of a replacement card at no additional charge.

No profiles, hats, headbands, sunglasses, etc. are allowed when your image is taken for the Bloomsburg ID Card.

If a Bloomsburg ID Card is replaced due to theft or loss, it is deactivated and cannot be reactivated should the replaced ID card be found.

CARD COMPOSITION: A combination of magnetic stripe and proximity technology is used to provide access to card-related services and privileges on campus.

The Bloomsburg ID Card provides access to these stored value funds:

- **FLEX Dollars**, redeemable only at on-campus dining facilities
- **Husky Gold**, multi-purpose debit account used wherever cashless commerce is conducted on-campus
- **BU Bucks**, a faculty and staff account, redeemable only at on-campus dining facilities

FLEX DOLLARS: See the *Campus Dining Service Agreement* for terms and conditions.

HUSKY GOLD: Active accounts with positive balances shall remain open and will carry forward into the following semester.

Husky Gold accounts are activated upon initial deposit to the account. There are no fees to use or establish the account. No interest shall be paid on any balance in the account. Deposits may be made online at cardcenter.bloomu.edu with a VISA, MasterCard, American Express or Discover card. Checks are also accepted at the University Card Center for deposits.



Please note, a minimum deposit of \$25.00 is required for online and check deposits.

Cardholders who choose to deposit funds into the Husky Gold account agree to be bound by the terms and conditions disclosed herein. The Husky Gold account is administered by the University Card Center, 203 Student Services Center, Commonwealth University - Bloomsburg, Bloomsburg, PA 17815.

Husky Gold account balances and receipts are available at each attended point-of-sale (POS) upon request. Unattended POS will display account balance but will not issue receipts. A one (1) year historical record of account activity is available online anytime at: cardcenter.bloomu.edu. The cardholder agrees to verify the history of deposits and transactions on a monthly basis. A printed copy of the cardholder's transaction history may be requested in person at the University Card Center.

Daily spending limits may be imposed at unattended POS to minimize cardholder loss if a card is lost or stolen. There is no spending limit imposed for attended POS.

Accounts that have no cardholder-initiated transaction activity for more than twelve (12) consecutive months shall have their account deemed inactive. An inactive account notification for accounts with a balance in excess of \$100.00 will be sent to the cardholder's last known address. The inactive account shall incur a \$5.00 per month maintenance fee levied on the first day of the 13th month from last recorded cardholder-initiated transaction activity. Any remaining positive balance after sixty (60) months from the last recorded cardholder initiated transaction activity will be processed in accordance with Pennsylvania's Disposition Of Abandoned And Unclaimed Property Law (72 P.S. sections 1301.1 – 1301.28a).

DAMAGED OR REPLACED CARDS: Immediate transfer of the remaining balance from a damaged card to a new card will be made upon issuance of a replacement Bloomsburg ID Card. Damaged cards must be surrendered to the University Card Center.

LOST OR STOLEN CARDS: Lost or stolen cards may be suspended by the card holder online at anytime at cardcenter.bloomu.edu. If a lost or stolen card is found and returned to the University Card Center after the issuance of a replacement card, the value balance will be transferred to the new card. The old card must be relinquished to the card office. The university is not liable for any purchases or unauthorized access resulting from lost or stolen Bloomsburg ID Cards.

REFUND POLICY: There shall be no cash withdrawals or refunds from an active Husky Gold account. Cash refunds will not be issued for returned merchandise purchased using Husky Gold. Husky Gold accounts will be credited for the amount of the return. Merchandise must be returned to the location where the goods or services were purchased and are subject to the return policy of the merchant.

Student refunds shall be granted upon written request with accompanied official documentation indicating separation from the university. Students not attending summer sessions may request a refund at the end of the Spring semester.

Faculty, staff and university affiliates may submit a written request for a refund at anytime.

A \$10.00 processing fee shall be deducted from each refund. All university debts must be satisfied prior to a refund being processed.

SAFEGUARDS: Protect your ID card from damage by keeping it in the protective card holder provided to you when the card is issued.

DO NOT PUNCH HOLES, AFFIX STICKERS, OR IN ANY OTHER WAY MAKE MODIFICATIONS TO YOUR BLOOMSBURG ID CARD. Such practices may create problems when trying to use your card for official university business, vending, or card swipe functions.

- Avoid bending or using cards for any other purpose than those outlined above.
- Avoid exposing card to magnets, chemicals, detergents, dirt and excess water.
- Prevent direct magnetic stripe-to-magnetic stripe contact with other cards.
- Clean card with water only applied to a damp cloth, do not submerge.