

North Dakota State University

Policy Manual

SECTION 703 NDSU CARD TERMS AND CONDITIONS

SOURCE: NDSU President

A. NDSU CARD.

The NDSU Card is the official North Dakota State University identification card. All faculty, staff and students are required to have a NDSU Card for identification, security, and access to University buildings and services. The card must be carried at all times while on the NDSU campus. Cardholders must present the card for identification if requested by a University official. The card is valuable and should be treated like cash, a credit card or a key. See [Policy 707](#) for policies on card/key access.

North Dakota State University issues an all-campus card subject to the following terms and conditions:

1. To obtain a NDSU Card, an individual must first be assigned a university generated identification number.
2. The NDSU Card is intended for campus use only and must be returned upon request.
3. The NDSU Card is non-transferable and will be confiscated and returned to the NDSU Card Center if found in the possession of another person.
4. The NDSU Card must be presented upon any request for campus services.
5. The cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing unapproved stickers to the card.
6. The NDSU Card, transactions and activities related to the use of the card, and any account balances are the sole responsibility of the individual cardholder.
7. IMMEDIATELY report lost, found, or stolen cards to the NDSU University Police (701-231-8998) or the NDSU Card Center (701-231-6252).
8. A replacement NDSU Card can be obtained at the NDSU Card Center (Memorial Union).
9. The NDSU Card is valid for as long as the person retains their student, faculty or staff status at NDSU.
10. A fee is charged for all new cards and a replacement fee is charged for any lost, stolen or invalid card. The department will be charged for the first card for all faculty and staff. Billing information is required at the time of the card production. Lost, stolen or invalid cards will be the responsibility of the employee.

11. Cardholders may only possess one valid ID card. Any card that has been replaced after the previous was lost or stolen is no longer valid. Cards cannot be reactivated.
12. Associate Status for any individual/group must have prior approval by the NDSU President or Vice President for Information Technology. Associate Status is granted to groups or individuals who may work on campus, but are not students or staff at the University.
 - 12.1 Associate Status does not guarantee access to all NDSU activities, events, and facilities.
13. The NDSU Card Program Manager, Campus Police or Facilities Management may revoke a NDSU Card if it is determined that abuse of the privileges associated with the NDSU Card has occurred. Students who misuse their NDSU Cards may also be referred to the Associate Vice Provost for Student Affairs for possible disciplinary actions. Faculty or staff misuse will be reported to the faculty or staff members' supervisor.

B. CAMPUS CASH ACCOUNT.

Campus Cash is a debit card service that is linked to the NDSU Card. This benefit is free to ALL students, faculty and staff. There are NO hidden charges, expenses or interest.

1. A \$5 minimum is required for opening a Campus Cash account and for additional deposits.
2. After opening, no minimum balance must be maintained.
3. Cash refunds are not given for any Campus Cash purchases at any participating merchants. Credit is returned to the Campus Cash account.
4. Campus Cash balances carry over from semester to semester.
5. For those students who are graduating, withdrawing, or cancelling enrollment from the University, and who also have a balance on their Campus Cash accounts, the University will apply the balance to the student's University (Campus Connection) account. If there is no money owed to the student's University account, a refund will be generated.
6. Customers with checks returned for insufficient funds will have their Campus Cash accounts frozen until payment is received.
7. Funds are non-transferable.
8. IMMEDIATELY report lost or stolen cards to the NDSU University Police (701-231-8998). Once the card has been reported lost, the cardholder is not responsible for any additional purchases. Per federal regulations, the cardholder is responsible for up to \$50 if the lost or stolen card is reported within two business days. If the lost or stolen card is not reported within two business days, the cardholder can be liable up to \$500 or the total account balance, whichever is lower.

Privacy Statement: Through the Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, data collected on the use of University facilities and services by an individual cardholder will only be used for University purposes within FERPA guidelines. Information regarding a cardholder's account will not be provided to third parties unless required by applicable laws or within written permission of the cardholder.

HISTORY:

New	April 1998
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Housekeeping	April 4, 2016
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