

TERMS and CONDITIONS

CAMPUS CARD ACCOUNTS

- ◇ Accept deposits of any amount except:
- ◇ Web based myumbc minimum deposit is \$10 plus 2.5% convenience fee.
- ◇ Cash-to-Card machines only accept paper money in denominations of \$1, \$5, \$10, and \$20.
- ◇ Are not subject to cash withdrawal.
- ◇ Adjustments can only be made by credit to the individual cardholder's account (No Cash Refunds).
- ◇ Are not subject to service charges except as may be noted herein.
- ◇ Are refundable ONLY under the following conditions:
 - ◇ Upon graduation or separation from UMBC.
 - ◇ Compliance with stated procedures.
 - ◇ Payment of required fees.
 - ◇ Do not earn interest.
- ◇ Balances carry forward as long as enrollment or employment at UMBC is maintained except:
- ◇ Meal plans and associated flex dollars are time limited, terminating agreements that expire at semester end.
- ◇ Remain in force and subject to use at cardholder's risk until reported as lost or stolen and deactivated in accordance with stated procedures.
- ◇ Balance restoration i, limited to the amount present at the time of card deactivation on.

DEPOSITS

- ◇ Campus Cashier Office
- ◇ Located in the Administration Building, 3rd floor.
- ◇ Accepts cash, checks, traveler's checks, money orders and credit cards.
- ◇ Cash-to-Card Machines.
 - ◇ Are found in the Commons, Library, ECS Bldg., The Comm_Store and True Grits.
- ◇ Accept paper money only: \$1, \$5, \$10 and \$20 denominations.
- ◇ On the UMBC homepage
- ◇ Under myumbc, business services or resources for parents.
- ◇ Accepts most credit/debit cards under the MasterCard logo, Discover and American Express.
- ◇ Checks returned as uncollectible are subject to established UMBC collection policy, including fees and possible civil remedies.

INDIVIDUAL RESPONSIBILITIES

- ◇ Management of their card account, which is like cash and must be treated as such.
- ◇ Maintaining account security:
 - ◇ Account accessibility is restricted to the cardholder and is not transferable under any circumstance. (see Card Forfeiture)
 - ◇ Immediately reporting a lost or stolen card upon discovery.
- ◇ By use of the Campus Card account, the cardholder agrees to be subject to all rules, regulations, policies and procedures specified by UMBC. UMBC reserves the right to cancel the agreement in the event all individual violates any such rules, regulations, policies and/or procedures or breaches in any way any term or condition of this agreement.

CARD REPLACEMENT

- ◇ A card replacement fee of \$30.00 is assessed for cards: -- Lost or otherwise not in possession of the cardholder.
- ◇ Stolen and not substantiated by a police report.
- ◇ Rendered unusable by negligence, abuse or misuse.
- ◇ No charge is assessed due to replacement for:
 - ◇ Defect in material or fabrication.
 - ◇ Normal and customary wear.
 - ◇ Documented theft.
- ◇ Issuance of a replacement card terminates the original card.

CARD FORFEITURE

- ◇ The Campus Card remains the property of UMBC and must be surrendered immediately if:
 - ◇ Found in use by anyone other than the cardholder.
 - ◇ Requested by an agent of UMBC in a position of authority.
 - ◇ Requested by the Campus Card Office.
- ◇ Actions associated with card forfeiture may result in the initiation of judicial proceedings in accordance with existing campus policies.
- ◇ Card reinstatement is contingent upon compliance with all pertinent UMBC rules and regulations.

INACTIVE ACCOUNTS

- ◇ An account shall be deemed inactive by way of the following two conditions:
 - ◇ Cardholder is no longer actively associated with UMBC.
 - ◇ No account transactions have occurred for 6 consecutive months.
- ◇ Inactive accounts shall be closed:
 - ◇ Existing balance accounts shall be maintained but subject 10 a monthly, non-refundable fee of twenty-five cents per month.
 - ◇ Zero balance accounts shall be subject to termination.
- ◇ Upon request, closed accounts may be made active:
 - ◇ Existing procedures must be followed.
 - ◇ Balance restoration subject to remaining value and applicable fees.

ACCOUNT REFUNDS

- ◇ Refunds are only granted upon separation from UMBC.
- ◇ Cardholders are encouraged to plan ahead and expend remaining funds on campus prior to separation.
 - ◇ Refund initiation is subject to a \$15.00 processing fee.
 - ◇ All established procedures must be followed by the cardholder:
 - ◇ Request must be made in writing to the Campus Card Office.
 - ◇ Proof of separation must accompany the written request
 - ◇ All requests must be received within six months of the date of separation.
 - ◇ Refund checks are mailed to the cardholder's permanent address.
 - ◇ Refunds are issued by the State Comptrollers Office, typically within 6 - 8 weeks of the request.

FUTURE CHANGES IN TERMS AND CONDITIONS REGULATING USE OF THE CAMPUS CARD WILL APPLY TO ALL CARDS IN CIRCULATION AND USE AT THAT TIME AND WILL SUPERCEDE THE TERMS AND CONDITIONS IN EFFECT AT THE TIME THE CARD WAS ACQUIRED.

UMBC CAMPUS CARD



University of Maryland,
Baltimore County
Campus Card Administration
University Center First Floor
1000 Hilltop Circle
Baltimore, Maryland 21250
(443) 61C-CARD
On Campus: ext. x22273

Why One card?

Because this one card allows you to do nearly everything you want or need to do on the campus or off. The card is the key to enter your dorm and your passport to dining delights as your meal card. You can borrow books from our most excellent library. It's your cloaked electronic wallet. It will pay for your books and supplies at the bookstore, or copies in the library and computing center, International Media, Visual Arts Center and participating off campus merchants. Not to mention buy your snacks at vending machines throughout the campus. It can get you into the RAC, pay for Student Health Services or even rent camera equipment should your course work require it.

How does the campus card work?

The Campus Card is like a debit card except it can only be used on campus and off campus at participating merchants. Funds must be deposited to your account before purchases can be made. Funds can also be deposited to an account that can only be used to purchase food at the appropriate food locations. When you wish to make a purchase your balance is checked and if sufficient funds are available, the transaction is completed and the amount of the purchase is deducted from your account. To make a purchase with your card either present it to the cashier or swipe it in the reader on the equipment. The system will read your encoded number, deduct the amount of the sale (or credit the deposit), record the transaction, and display your remaining balance.

How do I get a card?

You probably already have it. Your campus ID card that was given to you at orientation is your Campus Card. Faculty and staff are provided cards when they begin working at UMBC.

Do I need to open a new account each semester?

No. Monies deposited on your account carry forward to the next semester.

How can I add money to my account?

Student, parents, faculty and staff may deposit funds on the card in variety of ways. The cashiers' office will accept cash, checks and credit cards and make deposits to any account. You can now make deposits and check your balances and account activity via the web using your personal myumbe (under Topics, Billing & Finance select manage your Campus Card) web page. You can also make cash deposits to your account at any of the thirteen 'Cash to Card' machines located around the campus. Parents can make deposits from the UMBC home page under the 'Resources for parents' section.

What if I lose my Campus Card?

A missing, lost or stolen card should be deactivated immediately. Options to deactivate are: 1) during business hours contact Campus Card Office or stop by, Monday thru Friday, 8:30 am - 4:00 pm., first floor of University Center or call 443-612-2273. 2) After business hours, go to MyUMBC account on the web, click on Topics, Billing, & Finance, select Manage your Campus Card, select Lost/Stolen Card. The card will be deactivated. If found it can be re-activated, or a new card can be issued for a modest fee. A lost card should be reported to the Campus Card Office in the Comm_Store on the ground floor of the University Center Bldg., or at any time using the web. To re-activate a found card or to get a new one you must visit the Campus Card Office from 8:30 to 4:00 Monday through Friday, or if deactivated by the web and then you find your card follow the same instructions as above to deactivate for reactivation.

What if I'm a visitor, can I get a card to use?

Yes, visitors and guests can obtain a card at any of the 'Cash to Card' machines throughout the campus. Money can be deposited at that time. The 'Guest' card is like cash. Deposit only the amount you intend to spend on campus during your visit. For your protection please treat it the same as cash. ***If the guest card is lost the funds remaining on it will be lost.***

What are the Terms and Conditions for the Campus Card?

Just look on the back of this pamphlet. As with any service of this type, there are various Terms & Conditions that define obligations and responsibilities. It is important that all card holders understand the rules to realize the full benefit of the card.

What Off Campus Merchants will accept my Campus Card?

[Paul's Restaurant, 5507 Oregon Avenue, Arbutus, Md. 21227](#)

[Sorrento's of Arbutus, 5401 East Drive, Arbutus, Md. 21227](#)

[Pantry 1, 5314 East Drive, Arbutus, MD. 21227](#)

[Papa Johns, 1407 A Sulphur Spring Road, Arbutus, MD 21227](#)

[Subway, 5520 Research Park, Baltimore, MD 21227](#)

[On Air Café, 5525 Research Park, Baltimore, MD 21227 \(Erickson Bldg\)](#)

[Peace of Pizza, 15 Mellor Avenue, Catonsville, MD 21228](#)