



WSU OneCard Program
Agreement with Terms & Conditions

The WSU OneCard identifies the cardholder as a student, faculty, staff or invited guest of the University. Upon receiving the card, the individual agrees to the following terms and conditions:

1. AUTHORIZATION FOR PERSONAL USE ONLY

The WSU OneCard is the property of Worcester State University. Once an individual signs this Agreement, s/he agrees to the Terms and Conditions identified herein. The authorized holder of the WSU OneCard has the responsibility to adhere to the requirements and obligations described in this Agreement. Any failure to do so may cause the University to revoke the holder's right to use the OneCard for any or all purposes.

2. PENALTIES FOR UNAUTHORIZED USE

The WSU OneCard shall not be loaned or otherwise transferred to another person. Any attempt to obtain or use, or to assist in obtaining or using, a WSU OneCard for the purpose of fraud may be subject to campus disciplinary action and/or to criminal prosecution.

3. OBLIGATION TO REPORT LOST OR STOLEN CARD

The cardholder is obligated to report a lost or stolen WSU OneCard as soon as possible. This report must be made to the OneCard office during normal business hours and/or the WSU OneCard Online website: <https://www.worcester.edu/OneCard>. After hours, the card holder should contact WSU Campus Police. The card holder will be held responsible for any use of his or her card until it is reported lost or stolen, at which time the card is declared inactive and a new card is issued (See #4).

OneCard correspondence should be addressed to: Worcester State University
OneCard Office
486 Chandler Street
Worcester, MA 01602

4. REPLACEMENT POLICY

Every student is required to have a valid WSU OneCard (University identification). There is a replacement fee for lost, stolen, or damaged cards. If the card holder's card should become lost or stolen, it must be reported immediately (See #3 above). In order to receive a new card, the card holder must present one form of State issued picture identification. There is a charge of \$25.00 to replace a Card. Previously issued OneCards cannot be re-activated. The WSU OneCard does not expire and will not be re-issued each year.

5. RIGHT TO ALTER TERMS AND CONDITIONS

Worcester State University reserves the right to alter any term or condition contained herein. The University will make reasonable efforts to give card holders notice of any alteration it makes in any term or condition, but every such alteration will take effect when and in the manner the University prescribes regardless of whether or when notice is given. A current version of this agreement is available upon request from the OneCard office.

6. LIMIT OF RESPONSIBILITIES

Worcester State University is not liable for any purchases or unauthorized access resulting from lost or stolen OneCards.

7. AVAILABILITY OF PERIODIC STATEMENTS

Upon the request of the cardholder, and with presentation of proper identification, information about the cardholder's account balance or transaction record is available at the OneCard Office.

8. ACCOUNT BALANCES AND RECEIPTS

The cardholder's account balance will be available on cash registers and most other machines accepting the WSU OneCard for financial transactions. The cardholder's account balance will also appear on any receipt that may be generated at a point-of-sale register. The account balance also is available at: <https://www.worcester.edu/OneCard>.

9. NO INTEREST EARNED ON ACCOUNT

No interest or other earnings will be paid to the cardholder or credited by Worcester State University to his or her OneCard account.

10. REFUND OF COMMON FUND BALANCE

a) Students' Common Funds carry over from year to year and balances greater than \$25.00 are refundable by written request to the WSU OneCard office when your relationship with WSU is terminated (upon graduation, withdrawal, expulsion). If the student has an outstanding balance with the University, common funds will be first applied to that balance. A \$25.00 processing fee is deducted from the balance prior to refund. Any remaining OneCard Commonfund balance will be refunded to the student. A refund check will be issued within 60 days, of the written request. Cardholders with a balance of \$25 or less are encouraged to spend it on campus.

b) Employees' Common Fund Dollars carry from year to year and balances greater than \$25.00 are refundable by written request to the WSU OneCard Office at the end of employment. A \$25.00 processing fee is deducted from the balance prior to refund. A refund check will be issued within 60 days, of the written request. Cardholders with a balance of \$25 or less are encouraged to spend the balance on campus.



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11. DOOR ACCESS

The WSU OneCard can be used to operate certain campus security points such as doors much in the same manner as a key. The University representative authorized to make decisions regarding the appropriate access for the card user approves the profile of each cardholder. A profile may be changed, without notice, by campus police or other University representative when it is deemed necessary or appropriate.

12. LIBRARY CARD

The WSU OneCard operates as the Worcester State University library card. Privileges to take material out on loan from the library are granted to all Worcester State University students, staff and alumni. Borrowing privileges may be suspended due to excess fines or overdue materials. Other rules and limitations regarding the use of materials at the library may be found at www.worcester.edu/library.

13. CAMPUS VENDING

The WSU OneCard allows access to almost all campus vending (this includes copy machines). If there is a problem with a vending machine, it is the responsibility of the cardholder to report the problem to the OneCard office. Vandalism to or any other misuse of a card in connection with any vending machine will result in the immediate denial of the cardholder vending privileges.

14. CAMPUS PRINTING

The WSU OneCard allows direct computer access to many campus printers. Vandalism to or any other misuse of a card in connection with any campus printer will result in the immediate denial of cardholder privileges. Cardholder is responsible for all printing charges for jobs executed. Use caution when sending a multi-page print document to discourage waste and unwanted charges.

15. MEAL TICKET

The WSU OneCard allows the cardholder access to any of the dining facilities on campus. Failure to present a card may result in denial of admission to the dining hall.

16. INACTIVE ACCOUNT CHARGES

If an account with a positive balance has sustained no activity for a period of 365 days or more, the account is deemed inactive. A processing fee of \$25.00 will be deducted from the balance prior to refund. If the student has an outstanding balance with the University, the common fund balance will be applied to the outstanding balance. Any remaining OneCard common fund balance will be refunded to the student.

17. DATA SECURITY AND ACCESS

Worcester State University is committed to protecting the data located on its systems and employs best practices for data storage, security and integrity. When contracting with third party vendors for transaction services, said vendors must demonstrate policies and practices consistent with those of the University. Individual OneCard financial transaction data will not be provided to commercial or nonprofit entities in exchange for fees or in-kind services. Individual OneCard financial transaction data will not be provided to local, commonwealth, or federal agencies, as consistent with the policies associated with the Board of Higher Education and the Commonwealth of Massachusetts. The OneCard Office is charged with maintaining and reconciling OneCard's financial transaction records and may access individual financial transaction data only in performance of its accounting responsibilities. No other agency within the University will have access to OneCard's transaction data, other than in the form of institutional summary analyses and other instruments, as prepared by the OneCard office. OneCard is in no way connected to any employee's or student's financial institutions or credit agencies.

ACCEPTANCE OF TERMS AND CONDITIONS

By accepting this card you are agreeing to the terms and conditions identified in this package.

Date

Please print name

Signature

For Office Use Only

Date: _____

Initials: _____

ID # _____

Card # _____

July 2020