

Ball State University, CARDINAL CASH Account, Terms, Conditions, and Procedures Revised 2012

A. Introduction

The CARDINAL CASH account uses the photo identification card (ID) made available to members of Ball State University. You must agree to the terms and conditions and make an initial deposit of at least \$25 in order to open a "CARDINAL CASH Account," which allows purchases at locations accepting the Ball State University ID/Debit card up to the balance available in the account. The card should be protected from damage by carrying it in a protective case. The black strip on the back of the card must not be scratched or damaged if it is to work properly in the electronic readers or point-of-sale terminals. The card is non-transferable.

The card may be presented for use only by the cardholder. Presentation of the ID is required for CARDINAL CASH Account use. Additional identification may be requested to substantiate the identity of the card presenter, and the card presenter may be asked to sign a proof of purchase sales slip. The cardholder may pay for a guest transaction by way of the valid CARDINAL CASH Account as long as the cardholder is present and initiates the transaction.

B. Liability Disclosure (Lost or Stolen Card)

If the CARDINAL CASH Account card has been lost or stolen, notify any location accepting the card immediately. If the university is notified of the lost or stolen card within two (2) business days, no more than \$50 can be lost. If the university is not notified within two (2) business days of the loss or theft of the card, a maximum of \$500 could be lost provided the university can prove that it could have stopped someone from using the card. A replacement charge of \$10 will be assessed for lost or stolen cards. Also, if a statement shows transfers that were not made by the cardholder, the Bursar's Office should be notified at once (765-285-1643). If the Bursar's Office is not notified within sixty (60) days after the statement was mailed, the amount charged after the sixty (60) days may be lost if the university can prove that it could have stopped someone from using the card. If a good reason (such as a long trip or hospital stay) prevented proper notification, the time periods may be extended.

C. Business Day Disclosure

Bursar's Office business days are Monday through Friday. The office is open during class breaks, but is closed on university holidays.

D. Disclosure of Types of Available Transfers and Limits on Transfers

1. Account Access: The CARDINAL CASH Account may be used to make purchases at places that have agreed to accept the card.
2. Frequency of Transfers: There is no limitation on the frequency of transfers.
3. Limitation on Amount of Transfers: Goods or services may be purchased using the CARDINAL CASH Account up to the account balance with no limitation on the amount of any single purchase.

E. Disclosure of Charges for Transfers or Right to Make Transfers

Ball State University makes no charge for transfers using the CARDINAL CASH Account.

F. Account Information Disclosure

The university will disclose information to third parties about the account or transfers made 1. when it is necessary for completing transfers; or 2. in order to comply with government agency or court orders; or 3. with written permission from cardholder.

G. Disclosure of Right to Receive Documentation of Transfers

The cardholder is entitled to a receipt at the time any transfer from the CARDINAL CASH Account is made.

H. Deposits to the CARDINAL CASH Account

In order to open a CARDINAL CASH Account you must agree to the Terms and Conditions and make an initial minimum deposit of \$25. Effective August 10, 2012, initial and future deposits can be made online, at the Bursar's Office, in person or by mail. Funds deposited to CARDINAL CASH Accounts will be available for use 2 business days after the deposit made. Ball State University reserves the right to cancel or refuse to open a CARDINAL CASH Account for any eligible student or employee.

I. Refund Policy

Request for refunds may be made in writing to the bursar. Refunds will ordinarily be made at the end of each semester. Refunds may be requested and made at other times when a student withdraws from the university or an employee terminates employment. Refunds will be applied to other amounts owed the university and a check for the balance will be mailed within ten (10) business days of receipt of the refund request. No cash or partial refunds will be made. A processing fee of the lesser of \$10 or the account balance will be assessed for refunds. The account balance will automatically roll over to each new semester and/or academic year as long as the cardholder remains a registered student or employee of the university.

J. Inactive Accounts

Should one calendar year pass in which no transactions take place and the cardholder is not a registered student or employee of Ball State University, the balance of the CARDINAL CASH Account will be applied to other amounts owed the university and a check for the balance, less the processing fee, will be mailed to the last known home address of the cardholder.

K. Return of Merchandise

Merchandise will be accepted for return according to the refund policy in force where the goods or services were purchased. Cash refunds will not be made for returned merchandise that was purchased using the CARDINAL CASH Account. A credit will be made to the CARDINAL CASH Account.

L. Statements

Cardholders will be mailed a statement upon request through the Bursar's Office. Remit payment to Bursar's Office, Ball State University, Muncie, IN 47306. For general questions call (765) 285-1643.