
MANAGING YOUR CAMPUS CARD

SECURITY:

- Do not lend your card to anyone for any reason.
- Your campus card contains your photo and coded information in the magnetic stripe, and sensitive electronic hardware that identifies you as the card holder. Please protect your card as you would your driver's license and debit/credit cards. **DO NOT BEND YOUR CARD.**
- Report lost or stolen cards at www.owlbucks.com or at the Campus Card Program office immediately.

PHYSICAL CARE OF THE CARD:

- The card's magnetic strip must not come in close contact with magnetic fields.
- The card's magnetic strip will not function if badly scratched; keep the magnetic strip away from abrasive surfaces.
- **Do not punch holes in the card** or modify it in any way. **DO NOT BEND THE CARD!**

FEES:

- First-time card-holders pay \$20.00 for the card.
- **Lost, stolen, or damaged cards cost \$30.00 to replace.** Subsequently found cards do not yield a refund of the replacement fee.
- **It is the student's responsibility to care for the card as described above to avoid replacement costs.**

ACCOUNT MANAGEMENT:

- The card's software prohibits deficit spending. However, in rare cases a card patron's balance may be erroneously increased due to University error. In such cases, the University reserves the right to correct the balance, and to charge the student's account for any over-spending.
- **Card balances are not transferable and are not useable to pay charges or make purchases except as described below.**
- At many card-purchase sites, and at www.owlbucks.com, students can verify their remaining balances.

FUNCTIONS OF THE CAMPUS CARD

IDENTIFICATION:

- The Campus Card is the official Westfield State University ID.
- Current Westfield State University students must provide a valid University ID upon request of a University official. See *Student Handbook* for full details.

ADMISSION / ACCESS:

- The Campus Card is the official Westfield State University Library card.
- The Campus Card acts as a student's key for the residence halls and other access control points.
- The Campus Card serves as the Westfield State University student bus pass for the PVTA R10, R10 Shuttle and B23 bus routes See *Student Handbook* for full details and limitations.
- The Campus Card is necessary for members' entrance to the campus Wellness Center facilities.
- The Campus Card may be required for admission or access to a variety of other campus events and resources.

Dining Dollars:

- Meal plans include Dining Dollars. The amount of Dining Dollars included with meal plan varies by plan. Check your current bill or contact Dining Services for the current Dining Dollars provided with Plans.
- Dining Dollars are declining balance dollars available for use at campus food service venues only.
- Dunkin Donuts does not accept Dining Dollars.
- For more information about Dining Dollars and meal plans, please contact Dining Services or visit <http://www.westfield.ma.edu/dining/index.php/meal-plans/>
- Additional Dining Dollars cannot be purchased. Instead, students may purchase additional Owl Bucks.

OWL BUCKS:

- Owl Bucks are available for use at campus food-service venues, the University Bookstore, many campus vending machines, and off campus retail partners.
- Owl Bucks may be purchased throughout the semester online at www.owlbucks.com.
- At the start of each semester, Owl Bucks may also be purchased through the Student Bill process, by using the “Bill and Payment Adjustment Form” to request that an optional charge be added to the student’s account. However, Owl Bucks are otherwise separate from the student account and Student Bill, and may not be transferred back to the student account to pay an unpaid balance, except when a student graduates or withdraws from the University (see below). When returned bill paperwork erroneously omits waivers, includes calculation or other errors, or does not reflect new charges added to the account since the bill was printed, the optional Owl Bucks charge may be reduced to bring the account into balance.
- Owl Bucks balances carry forward from semester to semester, as long as a student is enrolled. When a student graduates or withdraws from the University, Owl Buck balances are transferred in full as a credit back to the student account. Refunds for credit balances are processed as per the policy of the Office of Student Accounts.