



## TERMS & CONDITIONS

The UST ID Card is the official photo identification card for all registered students, faculty, and staff. The card is required identification for all members of the UST community with active status. Use and acceptance of the card indicates agreement to the terms and conditions that govern its use. **These terms and conditions are:**

1. The UST ID Card entitles the cardholder to all privileges associated with his/her status (registered students, faculty, staff).
2. The card must be carried at all times and presented to a UST official upon request.
3. Rights and privileges associated with the card are non-transferable and are contingent upon active status.
4. Students under 18 years of age will be issued a card only with parental/guardian signature.
5. Registered students and employees receive their first ID Card free. A fee of \$10 may apply for a replacement card. (See POLICY)
6. Individuals are entitled to only **one ID Card at a time**. If an individual has more than one "status" (i.e., Staff/Student), multiple statuses may be printed on a single card. Multiple-statuses will be verified by the Card Issuance office.
7. Alumni who wish to apply for an official ID card may do so for a fee of \$10.00. The new status "ALUMNA" or "ALUMNUS" will be reflected on the face of the new card. Unofficial, non-photo Alumni cards are available through the Alumni Relations Office at no charge.
8. Photo images captured for the identification card become part of cardholder's educational record and therefore may be used for official University business.
9. The University will disclose information to third parties only as required by law, or with cardholder written permission.
10. Cardholder is responsible for reporting and replacing lost, stolen, damaged and/or defective cards in a timely fashion. Until the card is reported lost or stolen the cardholder will be held responsible for transactions made with the card.
11. The UST ID Card may not be altered in any way (i.e., hole punched, marked, glued, taped, decals affixed, etc.). Cards that have been deliberately altered and cease to work properly will be subject to the replacement fee policy. (See POLICY.)
12. Campus student-residents must report all loss, theft and/or problems using their ID cards to authorized Residence Life staff (includes RAs) before applying for a replacement card. Student-residents must bring replacement cards issued by the Office of Student Affairs to authorized Residence Life staff in order that information may be updated in the Residence Life card-key system.
13. No card that has been replaced may be reactivated in the UST ID Card system or any other card reader-system under any circumstance. (Includes Guinan dorm doors/card-key system, Young Hall doors, parking garage, library and laboratory card reader-systems.) Cardholders should not attempt to use a card that has been replaced.
14. Cardholder must surrender ID card to the Office of Student Affairs when: #1) leaving the university (employees and students), #2) replacing a card that has not been lost or stolen, #3) original card is found. (If a card has been replaced due to loss or theft and it is found, that card must be turned in to the Office of Security.) A fee applies for #2 if the card that is being replaced is not turned in.

**POLICY:** The terms, conditions and fees stipulated in this Agreement apply to all cardholders. Use and acceptance of the card indicates agreement to the terms and conditions that govern its use. Reporting obligations for lost, stolen or replacement cards or of unauthorized usage should be reported immediately in person, or in writing to by emailing [studentaffairs@stthom.edu](mailto:studentaffairs@stthom.edu). Cards that are not returned in person may be mailed to University of St. Thomas, Office of Student Affairs, John H. Crooker University Center, 3909 Graustark Street, Houston, Texas 77006.

### **A replacement fee of \$10.00 may apply.**

The cardholder is responsible for care of the card. Unlike credit cards, UST ID cards should not be carried in back pockets, nor handled roughly. The cards should not be stored in warm or hot spaces (i.e., behind auto sun visors, etc.). If a card is damaged due to these or similar circumstances or is deliberately altered, the replacement fee of \$10 applies.

- 1) **Until the card is reported lost or stolen the cardholder will be held responsible for transactions made with the card.**
- 2) **A fee of \$10 applies to replace lost, stolen and damaged cards, and cards requested for personal reasons (i.e., photo update, etc.)**
- 3) **Cardholder is required to present a valid photo ID when requesting a replacement card due to loss or theft, if no current photo is on record.**

The Office of Student Affairs accepts cash or checks only. **Credit card payments** are accepted at the Business Office located at 4115 Yoakum Street, Hertzstein Enrollment Service Center, 2nd floor. A credit card payment must be made **prior** to visiting the Student Affairs Office, and a receipt must be presented to Student Affairs staff **before** a replacement card will be issued.