



TERMS & CONDITIONS

The UST ID Card is the official UST identification card for all students, faculty, and staff. The card is required identification for all active members of the UST community. 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.
2. 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 as each card holder is only allowed one card.
3. Registered students and employees receive their first ID Card free. **See 'Policy' below for replacement card fees.**
4. Students under 18 years of age will be issued a card only with parental/guardian signature.
5. Rights and privileges associated with the card are contingent upon active status as a student, faculty or staff person.
6. Alumni who wish to continue the use of card privileges on campus may do so for a fee of \$10.00. The new status will be reflected on the face of the new card "ALUMNA" or "ALUMNUS".
7. Rights and privileges associated with the card are non-transferable.
8. The card must be carried at all times and presented to a UST official upon request.
9. Photo images captured for the identification card become part of the cardholder's educational record and therefore may be used for official University business.
10. The University will disclose information to third parties only as required by law, or with cardholder's written permission.
11. Cardholder will have responsibility for reporting and replacing lost, stolen, damaged and/or defective cards in a timely fashion. For cards reported defective, **verification forms must be obtained** from department staff where card reader problems occurred. (Student-residents **must** obtain a verification form for **all** card problems **before** applying for a replacement card.)
12. Cardholder must surrender ID card when: #1) leaving the university (employees: to Human Resources, students: to Student Affairs), #2) replacing a card that has not been lost or stolen, #3) a card has been found (to Office of Security). **A fee applies for #2 if the card that is being replaced is not surrendered.**
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, all food services locations and laboratory card reader-systems.) Cardholders should not attempt to use a card that has been replaced.
14. 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 will be subject to the replacement fee policy. **See Policy below.**

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, unauthorized use notice of lost/stolen cards or of unauthorized usage should be reported immediately by phone, in person, or in writing to University of St. Thomas, Office of Student Affairs, Crooker University Center, 3909 Graustark Street, Houston, Texas 77006. Email address: studentaffairs@stthom.edu. Phone: (713) 525-3570.

The card replacement fees are: \$10.00 (1st card), \$20 (2nd card), \$40 (all subsequent cards) and are payable by cash or check.

Credit card payments are accepted at the UST 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.

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 reasons or is deliberately altered, the replacement fees apply.

- 1) Until the card is reported lost or stolen the cardholder will be held responsible for transactions made with the card.
- 2) In the rare instance where there is no current image on file, the cardholder is required to present a photo ID when requesting a replacement card.
- 3) For purposes of the ID photo, an applicant may not wear any article of clothing, eyewear or facial makeup or coloring that would conceal or obscure his/her facial features or obscure positive identification.