

UNIVERSITY of



DAYTON

FlyerCard Policy

Effective Date: March 23, 2016

Approval: March 23, 2016

Maintenance of Policy:
Director of Campus Card Services

PURPOSE: To provide for the terms of use of the University FlyerCard.

SCOPE: Faculty, Staff, Students, and Affiliates.

POLICY:

The FlyerCard is the official photo identification card at the University of Dayton. As such, the FlyerCard is the primary means of access to University buildings and facilities. The FlyerCard must also be presented for purchases from FlyerCard accounts, admission to the RecPlex, and access to library services.

Access to University facilities, services, or cardholder's accounts may be denied if the account is suspended by the University, the card is deactivated by the cardholder, or if the card is damaged.

To obtain a FlyerCard, an individual must show a valid photo ID (i.e., driver's license, State ID, passport, or military ID). Anyone other than a faculty, staff or student requiring building access must also provide verification from the University sponsoring unit. The first card is free for faculty, staff and students. All third party affiliates receiving a FlyerCard will be charged directly unless their sponsoring unit covers the cost.

Lost or stolen cards should be reported immediately to Campus Card Services so access privileges can be terminated and a replacement card issued. To replace a lost or damaged FlyerCard, the cardholder must go to Campus Card Services and pay the current replacement cost.

The cardholder agrees to the Terms and Conditions posted on the University website upon using the card.

REFERENCE DOCUMENTS:

1. Key Control and Electronic Access Control
2. FlyerCard Terms and Conditions

POLICY HISTORY:

Approved in Original Form
March 23, 2016

POLICY (continued):

Flyer Express

Flyer Express is an online, prepaid debit account available to faculty, staff and students through their FlyerCard to pay for purchases at participating on and off campus locations. Flyer Express accounts with a positive balance will remain open and will carry forward to the next semester or year for all registered students and active employees.

The FlyerCard is not a credit card. Under no circumstances may debits or charges to an account reduce the account balance below zero. Under no circumstance may the FlyerCard be used to obtain cash or cash advances.

The Flyer Express account will be activated by making an initial deposit into the account. There are no fees to establish or use the account. No interest shall be paid on any balance in the account. The FlyerCard and the related account(s) are not transferable.

Refunds from the Flyer Express account may be requested once per semester either in person or in writing to the Campus Card Services Office. In addition, students who graduate or otherwise separate from the University with a balance greater than \$10 in their Flyer Express account will receive a refund. All refunds to students will be transferred to the UD Student Account. Refunds from the Student Account can be requested from the Office of Student Accounts if all University debts are satisfied. No refunds from the Flyer Express account will be made for balances less than \$10.

Faculty/Staff who separate from the University with a balance greater than \$10 in their Flyer Express account will have a check mailed to them.