

# VIKING CARD

## CLEVELAND STATE UNIVERSITY

### REGISTRATION/REPLACEMENT ID FORM

**PLEASE CIRCLE ALL THAT APPLY:** Student [Fenn Tower resident] [Viking Hall resident]  
[West Center/East Center]: Faculty/Staff Contractor Viking Card has been: Damaged Lost/Stolen

**PLEASE PRINT CLEARLY: BLUE OR BLACK INK ONLY**

CSU ID # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street, Apt # and/or P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

#### WHY YOU NEED A Viking Card:

\*The Viking Card is the official campus identification card of CSU. The card is required for all active members of the CSU Community.

\*All Viking Card holders have an associated Vikingcash account. Turn your Viking Card into a debit card for purchases by adding funds to your account.

\*Value can be added at several locations: In the Cashier's office; on line at [www.csuohio.edu/services/vcard](http://www.csuohio.edu/services/vcard); and at Value Transfer Stations located on the first floor of the Main Library & College of Business and the Rec Center walkway. Please note that Vikingcash cannot be billed to a student account.

\*Vikingcash is accepted at the CSU Bookstore, all Campus Dining locations including select vending machines, in the University Library for printing, copying & paying fines and at the Rec Pro Shop

Ask a Viking Card representative for more information or visit our website: [www.csuohio.edu/services/vcard](http://www.csuohio.edu/services/vcard).

#### IMPORTANT – READ TERMS AND CONDITIONS ON THE BACK BEFORE SIGNING!

My signature below gives permission to Cleveland State University Viking Card ID Office personnel to access my student record in lieu of presenting my current registration schedule in order to verify that I am attending Cleveland State University for the current semester. At no time will I enact legal recourse against any staff member of the Cleveland State University Viking Card ID Office for violating any State or Federal Privacy acts for doing said verification.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### INTERNAL USE ONLY

OFFICE: Old #6031 4700 \_\_\_\_\_ New # 6031 4700 \_\_\_\_\_ Fee \_\_\_\_\_

White: CSU

Yellow: Cardholder

## Viking Card AGREEMENT Terms and Conditions

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The Viking Card is the official campus identification card for all CSU students, faculty, and staff. The card is required for all active members of the CSU community. All other versions of the CSU identification card are invalid. Use and acceptance of the card indicates agreement to the terms and conditions that govern its use.

1. Rights and privileges associated with the card are non-transferable and are contingent upon active status as a student, faculty or staff person.
2. The card must be carried on campus at all times and presented to a CSU official upon request.
3. Photo images captured for the identification card become part of cardholders' Educational record and therefore may be used for Official University business.
4. The name printed on the Viking Card is the individual's official name as recorded in the Cleveland State University database.
5. Cardholder will have responsibility for reporting and replacing lost, stolen or damaged cards in a timely fashion to the Viking Card Office 216/875-9888 or on-line at [www.csuohio.edu/services/vcard](http://www.csuohio.edu/services/vcard).
6. Cardholder is issued the first card at no charge. Subsequent cards issued to the same active cardholder will be considered replacement cards and therefore a fee may be charged.

### Replacement Cards & Photos:

1. Applicable card replacement fee for cardholders is \$15.00 and is payable by check at the time of re-issuance (cash and credit card payments may be made in the Cashier's office).
2. Cardholders must present a current photo ID & class schedule when requesting a replacement card.
3. A request of name change due to University error or replacement needed due to normal wear and tear will have no charge assessed to the cardholder.
4. Do not punch holes, affix non university stickers, or in any other way make modifications to your Viking Card. You will be charged the replacement fee for cards replaced due to this error.
5. Cardholders will not be allowed to wear any article of clothing or eyewear that, in the judgment of the carding staff, will obscure his/her physical features. Any exceptions to the above will be made on a case-per-case basis.

### Transfer/Refund of Vikingcash value:

Cash withdrawals cannot be made from Vikingcash accounts. Vikingcash balances are non – refundable or transferable unless the following conditions are met:

1. **Damaged cards:** Immediate transfer of the remaining value from a damaged card to a new card will be made. The damaged card must be relinquished to the card office before re-issuance of a new card.
2. **Lost or stolen cards:** When a Viking Card is reported missing the account will be frozen. After the re-issuance of a replacement, a transfer of the remaining value will be made to the new card. If a lost/stolen card is found after re-issuance it cannot be re-activated.
3. **Separation from CSU:** Balances of \$10.00 or more may be refunded when an individual officially withdraws from CSU, graduates or terminates employment. The cardholder applies for a refund at the Viking Card Office and presents proof of separation from CSU. Refunds are subject to an administration fee.
4. **Inactive Accounts:** Accounts with no Vikingcash transactions for 9 months or longer will be closed and balances above \$10 will be applied to and refunded through Students Accounts. Any balance will be mailed to the cardholders' address listed in the University's' database.

### Digital Photograph:

1. Your digital photograph will be printed on the face of your Viking Card and will be stored in the Viking Card database.
2. A new picture will be taken only if there has been a significant change in ones appearance.

### Disclaimer:

Cleveland State University Viking Card ID Office & its personnel are not liable for financial loss or criminal repercussion associated with lost, stolen, damage or fraudulently used Viking Cards, departmental cards, copy cards, conference cards or contractor cards. Cardholder information is kept secure & confidential at the Viking Card ID Office. Outside parties are not privileged to personal or account information unless express consent is granted or the University is required to comply with legal or government agencies. Cardholder acknowledges that by depositing money to the Vikingcash account & by designating such money to be available for the university card program, cardholder authorizes the university to provide Blackboard Inc. with Directory data for the purpose of promoting the card program & providing information and offerings of product and services.

*Updated August, 2008*