

# VIKING CARD

## CLEVELAND STATE UNIVERSITY

### REGISTRATION/REPLACEMENT ID FORM

**SELECT ALL THAT APPLY:** Student Faculty/Staff Affiliate Intern/Volunteer

**REPLACEMENT:** Damaged Lost/Stolen Name Change Picture Prox Status

Please fill in the requested information, print and bring the form to Viking Card Office BH 112.

CSU ID # \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

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

Address (Home or Office): \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

#### **WAYS YOU CAN USE YOUR VIKING CARD ON CAMPUS**

- **Attend CSU Athletics events for free.**
- **Borrow books from the Libraries.**
- **Use your membership at the Rec Center.**
- **Add Vikingcash for purchases throughout the campus or sign up for a meal plan.**
- **Access residence halls, offices and parking garages.**
- **The UPass is placed on it.**

#### **FINE PRINT! READ TERMS AND CONDITIONS HERE AND ON THE BACK BEFORE SIGNING.**

My signature below gives permission to Cleveland State University Viking Card 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 Office for violating any State or Federal Privacy acts for doing said verification.

**Disclosure:** Cleveland State University Viking Card Office and its personnel are not liable for financial loss or criminal repercussion associated with any lost, stolen, damaged or fraudulently used Viking Cards. Card holders are responsible for up to \$50.00 for unauthorized use of an account on a lost or stolen Viking Card provided that the card holder notifies the Viking Card Office within two (2) days of learning of the loss or theft of the card. If the card holder fails to notify the Viking Card Office of the lost card within two (2) days, the card holder bears full responsibility for the unauthorized charges. Cardholder information is kept secure and 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.

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

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

#### **INTERNAL USE ONLY**

OFFICE: ISO # 6031 4700 \_\_\_\_\_

Payment: \_\_Vikingcash\_\_ Cashier \_\_ Check # \_\_\_\_\_

## Viking Card AGREEMENT Terms and Conditions

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 a CSU identification card are invalid. Use and acceptance of the card indicates agreement to the terms and conditions that govern its use.

1. **Cardholders have the responsibility for reporting lost, stolen or damaged cards in a timely fashion to the Viking Card Office at 216/875-9888 or on-line at [www.csuohio.edu/services/vcard](http://www.csuohio.edu/services/vcard).**
2. Rights and privileges associated with the card are non-transferable and are contingent upon active status as a member of the CSU Community including but not limited to student, faculty and staff.
3. The card must be carried on campus at all times and presented to a CSU official upon request.
4. Photo images captured for the identification card become part of cardholders' educational record, therefore may be used for official University business.
5. The name printed on the Viking Card is the individual's official name as recorded in the Cleveland State University database.
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.
7. If a person is not an active student for 18 consecutive months or longer than the replacement fee may be waived.

### Replacement Cards & Photos:

1. Applicable card replacement fee for cardholders is \$20.00 and is payable at the time of re-issuance. Payments are made at the Cashier's Berkman Hall 115.
2. Cardholders must present a current government issued photo ID when requesting a replacement card.
3. A request of name change due to University error or replacement due to normal wear and tear will have no fee assessed to the cardholder upon surrendering the original card to the Viking Card Office.
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 card replacement due to cardholder modifications.
5. Cardholders are not permitted 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-by-case basis.

### Vikingcash Refunds and Transfers:

Cash withdrawals cannot be made from Vikingcash accounts and 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, it is deactivated and the account is frozen. After the re-issuance of a replacement Viking Card, any Viking Card account value is transferred to the new card. If a lost or stolen card is found after re-issuance it cannot be re-activated. Please refer to the Disclosure Statement on the front of this form.
3. **Separation from CSU:** Balances of \$10.00 or more will be automatically refunded when an individual officially withdraws from CSU, graduates or terminates employment. Student accounts will be credited after 9 months of inactivity. Employee refunds will be effective within 30 days of the official separation notice. For **immediate** refunds, cardholders may submit a Refund Application form to the Viking Card Office and present proof of separation from CSU. Refunds and credits are subject to an administrative fee.

### 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 photo will be taken only if there has been a significant change in the card holder's appearance.