

Clarendon College Bulldog Scratch Card MasterCard Debit Student ID Card Policy

A. Purpose

To enhance a more user-friendly environment for students, faculty, and staff by providing a high quality, single card system that allows efficient access to all card-related services throughout Clarendon College and to seek new and expanded uses of the card through improved, advanced technology.

B. Scope

The policy has a college-wide applicability.

C. Definition(s)

Terms are defined as needed within this document.

D. Procedure(s)

The Bulldog Scratch Card is the official Clarendon College picture ID card. In addition to identifying the relationship with Clarendon College, the card provides access to campus events and activities, residence halls/other buildings, meal plans, and the library. Meal plans may only be used via the ID card or cash must be used to purchase a meal.

1. Who qualifies for a card?

a. Student

b. Faculty & Staff

Permanent employees of Clarendon College, defined as receiving benefits, are entitled to a free Bulldog Scratch Card as a condition of their employment.

c. Emeriti

Any individual that has been given an Emeriti status by Clarendon College is entitled to a free ID card as a courtesy of past employment.

d. College Board

Any member of the College Board is entitled to a free card.

e. Alumni

f. Others

Any Clarendon College affiliate member on-campus is entitled to a free ID card.

2. Expiration of Bulldog Scratch Card

ID Cards are valid while cardholder still has an active status with the College.

3. **Policy on ID Picture taking**

For ID card pictures Clarendon College requires individuals to remove any items not worn as part of their daily appearance (i.e. prescription eyeglasses). The only exceptions are items worn for cultural and religious reasons. All bandannas, hats, sunglasses and/or visors, etc. are to be removed before picture is taken.

4. **Card Fee Structure:**

a. **Students Replacement Cards**

- i. A \$25 charge will be collected before the replacement card will be issued. All payments must be submitted to the Business Office.

b. **Faculty/Staff/Others**

- i. Faculty and Staff are entitled to a free replacement card.

c. **Free Replacement cards for cardholders**

- i. Extreme hardship cases - very rare; apartment fire for example
- ii. If the card is not returned by the ATM during a transaction

5. **Responsibilities as a Cardholder**

a. **Deactivating or Reinstating your Bulldog Scratch Card**

Faculty/Staff, Students, and other college cardholders do not have to surrender their cards upon discontinuing their employment/association with Clarendon College. We have an automatic privilege assignment/removal process to enable or disable the ID card. If the card has the banking option, disabling the card would not deactivate the banking feature of the card.

b. **Reporting a Lost/Stolen Card**

To report a lost or stolen card, please call 1-866-348-3435, 24 hours a day. The College provides replacement service of ID cards during operational hours (Monday – Thursday 8 a.m. to 5 p.m. and Friday 8 a.m. to noon). The cards can be replaced at the ID Card office. If the ID card is also an ATM card, the individual will be asked their social security number and birth date for verification purposes before the card is canceled.

6. **Information Sources**

Website address: www.clarendoncollege.edu/students/bulldogscratchcard.php

E. **Effective Date:**

Revised 8/2010