

Who, Where, How

Your new college ID comes ready to use, preprogrammed with basic services and then enhanced, based on your needs. Depending on your needs, there's a combination of campus cash accounts to fit every campus lifestyle and budget.

- Who:** Indicates who can use this type of account.
- Where:** Shows where the account may be used.
- How:** Indicates how the account is opened.

Read

The Merrimack ID is the Key to checking out library materials. The card must be presented each time library materials are borrowed. You are responsible for all materials checked out on the card and for all library charges (fines, fees, etc.) associated with its use. Your library account is accessed through the bar code located on the back of your ID.

- Who:** Students, faculty/staff, eligible guests.
- Where:** McQuade Library
- How:** Activated the first time you use your card in the library.

Dine

Everyone on a meal plan uses their college ID to "pay" for their meals. Just give your college ID to the cashier and your Dine Account is then automatically reduced by one meal.

- Who:** Students, faculty/staff, eligible guests.
- Where:** Crossroads Food Court, Warrior's Den, Snackbar, Warrior Express, Warrior's Wholesale Club.
- How:** Automatically activated with Resident Dining Plan enrollment.

Shop

The Points Account is your Master Deposit Account. From this account, purchases may be made or funds transferred to the vending accounts.

- Who:** Students, faculty/staff.
- Where:** Campus Sop, Post Office, Print Center, Computer Store.
- How:** Opened with an initial deposit.



Snack

The Points Account expands your eating options to include other Sodexho-run Dining Service locations and services.

- Who:** Students, faculty/staff
- Where:** Crossroads Food Court, Warrior's Den, Snackbar, Warrior Express, Warrior's Wholesale Club.
- How:** Opened with an initial deposit.

Vending

Make small vending purchases without the hassle of looking for change or a crisp dollar bill by using your vending account.

- Who:** Students, faculty/staff, eligible guests
- Where:** Food/beverage vending machines in all Residence areas, laundry machines, photo copiers, and additional food/beverage vending machines.
- How:** You must transfer money to your vending account at an ADM machine.

You begin by inserting the card in to a vending machine to make a purchase; the machine reads the cash balance encoded on the thin stripe, and, if sufficient funds exist, the purchase is authorized. After the transaction is complete, the new cash balance is written directly to the card and the card is returned to you. Since these funds are physically encoded directly on the card, they are unprotected if your card is lost. Therefore, for your protection, the maximum amount that can be placed on the vending stripe is \$30.00. However, it is strongly recommended that you not maintain a balance of more than \$10.00 at a time on this stripe.



The Ins & Outs

Deposits

Deposits to the Declining Balance accounts are made in several ways.

1. Account deposits to vending can be made at an ADM machine.
2. Deposits for the points account can be made at the Sodexho Campus Services office, by phone, or through the mail.

Transfers

Transfers can be made only from the points account into the vending account.

1. Deposits can be made at the Sodexho Campus Services office, by phone, or through the mail.
2. Funds may be transferred to the vending account at an ADM machine.
3. No other transfers between accounts can be made.

Refunds

Refunds for unused debit account balances vary by account.

1. Points: A full refund, less any financial obligations to the college, will be made upon graduation or formal withdrawal.
2. Vending: Funds in this account are non-refundable

Keeping Track

Only you can use your Merrimack ID. The ID is non-transferable.

All sales transactions made to a Campus Cash account are final at the time of the transaction. You are responsible for observing the amount posted to the account and for monitoring your account balances.

Balance information for all debit accounts is available at the time of each transaction. Account balance statements are available by special request through the Sodexho Campus Services Office.

By using this program you agree to the published items and conditions governing its use.



Card Components

The major components of your college ID are:

- Your name and student ID#
- Your identifying photograph and signature
- Two magnetic stripes
- Library Bar Code

Note: Guest and temporary cards simply feature the guest card logo and two magnetic stripes.

All applications of the Merrimack ID use the magnetic stripes located on the back of the card. The narrow magnetic stripe is called the "Vending Stripe." It is used for small, off-line transactions like vending machine purchases.

The larger magnetic stripe, "Shop Stripe," is encoded with your personal identification information which is used for verification purposes and to provide on-line access to the various card accounts.



Ups & Downs

There are two types of monetary accounts on the Merrimack College ID.

Funds are pre-deposited in Declining Balance Accounts. When a transaction is made the prepaid balance is checked and, if sufficient funds are available, the amount is then deducted. Campus Cash Points and Vending Accounts both operate with pre-deposited funds.

Application for a Merrimack College Campus Cash Account

Please complete and return to:
Merrimack College Dining Services
c/o Campus Cash
315 Turnpike Street
North Andover, MA 01845

Account Holder's

Name: _____

College ID#: _____

Permanent Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Please Check deposit method:

- Check Cash Visa M/C

3 digit security code located on back of card: _____

Credit Card#: _____

Cardholder's Name: _____

Card Exp. Date: _____

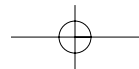
Amount \$ _____

I agree to the terms and conditions stated on the reverse side of this form. I understand cash withdrawals are not permitted and that refunds are made when I graduate or withdrawal from Merrimack College.

Signature: _____



Please make checks payable to Merrimack College



Terms & Conditions Of Your Campus Cash Account

Merrimack College agrees to:

- ☛ Maintain an up-to-date balance
- ☛ Provide a mechanism to stop the use of a lost or stolen card.

Account Holder agrees that:

- ☛ No cash withdrawals can be made.
- ☛ There cannot be a negative balance in the account.
- ☛ The cardholder is responsible for any liability incurred as a result of a lost or stolen card until the time the card is reported to the Department of Public Safety.
- ☛ A request for a statement of account activity may be made in person only.
- ☛ The statement will be available the morning after the day on which the request is made.
- ☛ An account may be closed only upon withdrawal or graduation from Merrimack College with written notification to the Bursar's Office or by drawing the balance down to zero.
- ☛ The card holder is responsible for all funds on the Campus Cash Vending Stripe even after reporting a lost or stolen card.
- ☛ Bonus Points from meal plans are redeemable only in the Dining Service Facilities and are not refundable or transferable.
- ☛ Any balance remaining at the end of the semester will automatically be rolled over to the next semester.

Card Care

Take good care of your ID because it is yours to use throughout the entire length of your stay at Merrimack. If your ID becomes unusable or damaged in any way, you are responsible for the cost of replacing it.

Remember...

1. Do not punch holes in the ID
2. Do not affix stickers to the ID
3. Keep the ID away from magnets
4. Do not bend or flex the ID. These tips should help keep your ID in perfect working order

If you should lose your ID, report it missing immediately to the Public Safety Office. Your ID can then be deactivated and any on-line accounts will be protected. Remember, balances on the vending stripe are not protected.

Temporary lost card vouchers may be obtained in the food services office at a cost of \$1.00. These vouchers are good for a period of three days and may only be used in the Crossroads Food Court. Points and bonus points balances may not be accessed with a lost card voucher.

Replacement photo ID's are available in the Office of Public Safety for a \$10.00 replacement fee.

One Card, Many Uses, Special Benefits

Your Merrimack College ID is not only a campus identification card, but a convenient, easy, and safe way to make purchases and use services all over the campus. Your Merrimack ID eliminates the need to carry cash or any other card. There are also special benefits to using your Merrimack ID and the programs associated with it. For example: Merrimack College and Barnes & Noble College Bookstores understand the need to keep textbooks affordable. You will receive a 2% discount on every purchase at the Campus Shop when you use your Campus Cash account.

This brochure is your step-by-step guide to using your Merrimack College ID. Keep it nearby as a handy reference tool to the many uses of your college ID.



Doin' the ADM Thing

For your convenience, Campus Cash ADM machines are located in the Residence Halls, McQuade Library, and the Sakowich Campus Center. These machines provide you with automatic access to your Vending Account.

To check your Vending balance, simply insert the card into the card reader to view the balance.

To transfer money from your Points Account, swipe the large stripe through the card swipe opening. The ADM will display your points balance. Now insert the card in the card reader and select the amount of value you wish to transfer to the vending stripe using the "increase" and "accept" buttons. The new card balance will then be displayed. To retrieve your card, press the "return" button.

To make a cash deposit to your vending stripe, insert the card into the card reader. Then, insert the desired amount of currency (in \$1, \$5, \$10, or \$20 denominations) into the bill acceptor. The new card balance is displayed. To retrieve your card, press the "return" button. Remember: your vending account has a \$30 maximum deposit limit. However, it is strongly recommended that you not keep more than \$5 to \$10 balance on your vending stripe.

** Please remember that cash deposits made at an ADM machine are only available for vending machine use, i.e., washers and dryers, food/beverage machines, photocopiers. Deposits for use in food service locations, Campus Shop, Computer Store, Post Office, and Print Center must be made in the Sodexho Campuses Service Office, by phone, or by mail.*

ADM Machines are located in the following areas on campus:

- Sakowich Campus Center 1st floor near ATM banking machine
- McQuade Library Lobby
- Ash Hall Lobby
- Monican Hall Lobby
- Deegan Hall East & West Lobbies

Questions regarding any aspect of your college ID can be answered in the Sodexho Campus Service Office located on the 1st floor of the Gladys Sakowich Campus Center or by calling (978) 837-5000 ext 4284.

New & Improved

The Campus Cash is Merrimack's new campus ID card. It not only has a new look, but many added features as well. The Campus Cash Card is now a campus identification card and offers a convenient, easy, and safe way to make purchases and use services on campus.

This brochure is your step-by-step guide to using your new Campus Cash Card. Keep it nearby as a handy reference tool to the many uses of the Campus Cash Card.

From a slice of pie to wash & dry, your card's accepted at face value



CAMPUS CASH

The fastest, safest, and most convenient method of payment on campus is staring you right in the face.

CAMPUS CASH

Merrimack COLLEGE