



SKYHAWK CARD

UT MARTIN SKYHAWK CARD ACCOUNT TERMS AND CONDITIONS

These Terms and Conditions apply to the accounts listed below:

- Skyhawk Card Silver, Bookstore, & Computer Store
- Skyhawk Card Dining Services Plan (These terms and conditions are in addition to those stated by the University's Dining Service Provider.)

This identification card is your OFFICIAL UT MARTIN IDENTIFICATION. It may be required to access certain campus services. IT IS ALSO SURRENDERABLE UPON DEMAND BY AUTHORIZED CAMPUS OFFICIALS. You are required to you keep your ID with you at all times you are on campus or at campus activities, per the student handbook.

By applying for the debit option of your Skyhawk Card, you agree to be bound by the following terms and conditions. The Skyhawk Card Account is a prepaid debit account only; however, the cardholder shall be responsible for the repayment of any charges to the account for which there may be a delay in or failure to receive credited funds. Once your application has been approved, processed, and funds deposited to your account, you may use your Skyhawk Card to pay for purchases at participating campus locations, up the amount available on your Skyhawk Card Account (some locations have daily spending limits). You can not withdraw cash from your Skyhawk Card Accounts. There is no fee to establish or use your account; the full amount of your deposit will be available on your Skyhawk Card Account.

TERMS AND CONDITIONS

1. **Use of the Skyhawk Card:** You agree to use the Skyhawk Card for identification purposes, and for access to goods and services to which you are entitled as a UT Martin student or employee after having paid the appropriate fees for that term of study. If you cease to be a UT Martin student or employee, your account becomes inactive. You will not have access to account funds or campus services via the Skyhawk Card while it is in inactive status. [No other person is permitted to use the card for purchases, identification, or any other reason. The card and its rights, privileges, and balances are not transferable and are governed by all UT Martin rules and regulations.]
2. **Liability:** You are responsible for all charges or transactions billed or accessed by the Skyhawk Card and any of its various accounts as part of the Skyhawk Card System. To minimize potential loss to the participant, unattended locations/applications such as vending, copiers, and printers may carry a daily spending limit.
3. **Collection:** You are responsible for all book loans, computer loans, and other charges that are applied to your Skyhawk Card account. In the event litigation is necessary for collection of any charges due the university, you agree to pay all collection fees, court costs, and reasonable attorney fees.
4. **Lost or Stolen Cards:** You agree to notify the Business Affairs Office immediately at 731-881-7810 if your Skyhawk Card is lost or stolen. After 5:00 PM during the week and any time on the weekends, call Public Safety at 731-881-7777. If you fail to notify the Business Office of a lost or stolen card, you will be held responsible for any charges that occur until we are notified. Lost or stolen cards can be replaced for a \$15.00 replacement fee. If your Skyhawk Card is stolen and you provide a Police report of the loss, the replacement fee will be waived.

5. **This account is non-transferable.** The cardholder may be charged a fee, or the card may be confiscated by authorized university personnel or Dining Services personnel if the card has been loaned to another individual. Additional ID may be required to ensure that only the authorized participant uses the account. The participant may be required to sign a receipt for goods.
6. **Ownership of Cards:** The Skyhawk Card remains the property of the University of Tennessee and is governed by all its rules and regulations.
7. **Refunds.** A refund for Silver accounts with refundable balances can be requested in the Business Affairs Office and will be subject to a \$15.00 service fee. The refunded balance will be transferred to the cardholder's Student Banner Account and will be subject to the refund procedures of the UT Martin Business Affairs Office. Refunds of financial aid funds will not be subject to the \$15.00 service fee. Therefore, refunds of book loan and computer loan balances are available upon request without any service fee.
8. **Leaving the University and Account Balances:** Upon leaving the university, refundable accounts will be subject to the following policy:

Method of University Exit

Policy for Refund

Graduation

Within 7 days of graduation ceremonies, the Business Affairs Office will obtain a graduation roster from the UT Martin Registrar's Office and will automatically transfer all refundable balances to the cardholder's UT Martin Banner Account. These funds will be subject to the refund procedures of the UT Martin Business Affairs Office. Balances of less than \$10 will be donated to the university's Alumni Office to help future UT Martin students.

Official Withdrawal

Upon official withdrawal from the university, any balances on refundable Skyhawk Card accounts will be automatically transferred to the cardholder's UT Martin Banner Account. A service fee of the lesser of \$15.00 or the card balance will be incurred for closing the account. The service fee will be no more than \$15.00. All funds remaining after the service fee will be transferred to the cardholder's UT Martin Banner Account and will be subject to refund procedures of the UT Martin Office of Business Affairs.

12 Months of Inactive Student Status

Skyhawk Card accounts will be deactivated for campus use if cardholders no longer appear on the active student roster (and have not graduated or officially withdrawn.) However, cardholders may request a refund per card terms. After 12 months of inactive student status, such accounts will be closed, and any funds remaining on refundable Skyhawk Card accounts will fall subject to the policy stated above for official withdrawal.

Skyhawk Card Accounts

Skyhawk Silver Account: Students and parents can deposit funds to the Silver account. These funds can be used at authorized campus vendors such as the UT Martin Bookstore, the UT Martin Computer Store, all Dining Service locations, the UT Martin Department of Public Safety, many of the campus vending machines, UT Martin Student Health, and most of the campus copier machines. (Participant vendors are subject to change without notice). The funds deposited to the Skyhawk Silver account will continue to roll over from semester to semester until the cardholder withdraws or graduates from the university. Funds in the account are refundable for a \$15 service fee. The fee is only waived upon graduation.

Bookstore/Computer Store Account: Only students with pending excess financial aid can use these accounts by requesting a book loan or computer loan. Book loan funds are only available for use in the UT Martin Bookstore in the Boling University Center, and computer loan funds can only be used in the UT Martin Computer Store. These funds roll over from semester to semester until the end of the financial aid award year. Funds in the account are refundable without a service fee by student request or automatically at the end of the award year.

Dining Services Meal Plan: This account is used to access the meal plan that is purchased from the university's dining service vendor. This account tracks the usage of the plan, based upon the number of weekly meals purchased. This plan is only good at the main dining hall, unless otherwise directed by Dining Services. The meals applied to this account are good only from week to week and do not roll over from semester to semester. This account has daily spending limits. Funds from this account are not refundable or transferable.

Captain's Cash / Dining Services Declining Balance: This account coincides with the meal plan that is purchased from the university's dining services provider. The funds applied to this account are a predefined amount that is packaged with the meal plan that is purchased. These funds are only accepted at Dining Service locations (excludes vending machines). These funds are good for the semester for which they are purchased and only roll over from Fall to Spring. Funds from this account are not refundable or transferable.

GENERAL PROCEDURES AND POLICIES

- When a student withdraws or graduates, he or she, without a service fee, has the option to donate any refundable balances the university's Alumni Office to help future UT Martin students. Unclaimed Silver deposits of graduates of \$10 or less will also be donated to the Alumni Office.
- Execution of a Skyhawk Card Account application is not a commitment of admission to the university.
- Information regarding the participant's account or transactions may be disclosed to third parties when necessary to complete transactions, when the conditions or existence of an account must be verified, to comply with government agency or court orders, or with the participant's written permission.
- While this application is in effect, the student will be required to meet all financial obligations under the terms of this agreement.

Defective Cards

The Business Affairs Office will replace Skyhawk cards for free due to defective product or normal wear and tear. It is up to the discretion of Business Office personnel to decide upon normal wear and tear. Purposely defacing the card, such as punching holes through the card, is not considered normal wear and tear and will be subject to a \$15.00 replacement fee if the card becomes unusable.

Excess Financial Aid and Book Loans/Computer Loans

The cardholder can authorize excess financial aid be applied to the Skyhawk Card for a book loan up to \$750, and/or for a computer loan up to \$1,250. These funds must be in excess of all fees and charges due the university for the current term. This option is only available to students if their Student Banner Account holds a refundable balance. Once the UT Martin Business Office has issued a refund, book loans and computer loans are not available unless there is sufficient other pending financial aid. Amounts of more than \$750 or \$1,250 can be applied under certain circumstances. Please inquire in the Business Affairs Office about this policy.

Any time financial aid funds are applied to a cardholder's account and, for any reason, the funds fail to reach the university, the cardholder is still responsible for the debt to the university.

Federal Financial Aid Funds

You authorize UT Martin to apply your federal Title IV funds to the charges you will incur at the university. You understand that this authorization will remain on file at the Business Affairs Office and that you may rescind this authorization at any time.