

ABOUT TIGER EXPRESS ACCOUNTS

What is a TIGER EXPRESS ACCOUNT?

- Tiger Express is an innovative money management concept on the DePauw University Campus. It works like a prepaid credit card and is accepted in various food and service outlets throughout the campus. In stead of digging for cash or writing a check, use your DePauw University ID card.

How do I use my TIGER EXPRESS ACCOUNT?

- Your account is encoded on your DePauw University photo ID. Simply present your ID when you make a purchase at the Hub Food Court, purchase a guest meal in Hogate or Longden, or use it at selected card readers on various vending, copier and laundry facilities. TIGER EXPRESS may also be used in the DePauw Bookstore, Fine Print Bookstore and Walden Inn.

Is there a charge to use the TIGER EXPRESS ACCOUNT?

- The TIGER EXPRESS ACCOUNT is free with no finance or user fees. It does not earn any interest.

Who is eligible?

- DePauw University students, faculty and staff who have photo ID's are eligible to apply for a TIGER EXPRESS ACCOUNT.

Can I take cash out?

- You can only make deposits to your TIGER EXPRESS ACCOUNT. Refunds may be made at the end of each semester. See terms and conditions for more information.

TIGER EXPRESS ACCOUNT

Terms, Conditions, Procedures
and
Application Information



ID/One Card Office
Memorial Student Union Building
408 S. Locust Street
P.O. Box 37
Greencastle, IN 46135-0037

(765) 658-4253

This program is completely optional.

First-year students are automatically enrolled in a dining plan that provides funding for most University card swiped locations including laundry facilities, copiers, vending machines and University dining locations.

The only benefit Tiger Express provides over the dining plan is a pre-paid spending limit via your DePauw student ID card at the DePauw campus Barnes & Noble Bookstore, Fine Print Bookstore and the Walden Inn Restaurant/Coffee Shop. Cash, check and credit card are also accepted at these locations.

DePauw University
TIGER EXPRESS ACCOUNT
Terms, Conditions and Procedures*

(APPLIES TO NON BOARD PLAN DOLLARS ONLY)

A. Introduction

The TIGER EXPRESS ACCOUNT uses the photo identification card (ID) required of all students, faculty and staff at DePauw University. An application and initial deposit of at least \$25 must be made at the ID/ONE CARD OFFICE to open a TIGER EXPRESS ACCOUNT. This account allows purchases at participating locations up to the balance available in the account. The card should be protected from damage by carrying it in a protective case. The black strip on the back of the card must not be scratched or damaged if it is to work properly in the electronic readers or point-of-sale terminals. The card is non-transferable. **The card may be presented for use only by the cardholder.** Presentation of the ID is mandatory for TIGER EXPRESS ACCOUNT use. Additional identification may be requested to substantiate the identity of the card presenter, and the card presenter may be asked to sign a proof of purchase sales slip. The cardholder may pay for a guest transaction by way of the valid TIGER EXPRESS ACCOUNT as long as the cardholder is present and initiates the transaction.

B. Liability Disclosure (Lost or Stolen Card)

If your ID card has been lost or stolen, and you have a TIGER EXPRESS ACCOUNT, you must report it immediately. You are responsible for the safety of your card, along with any available funds in your account.

Lost or stolen cards may be reported twenty-four (24) hours a day to the DePauw Public Safety Office, 658-4261.

C. Business Day Disclosure

The ID/One Card Office is open Monday through Friday from 8 a.m. to 5 p.m. This office is available for opening accounts, accessing information concerning your account, and reporting lost or stolen cards.

D. Disclosure of Types of Available Transfers and Limits on Transfers

1. Account access: The TIGER EXPRESS ACCOUNT may be used to make purchases at places that accept the card.

2. Frequency of transfers: Goods or services may be purchased using the TIGER EXPRESS ACCOUNT up to the account balance with no limitation on the amount of any single purchase.

E. Disclosure of Charges for Transfers or Right to Make Transfers

DePauw University makes no charge for transfers using the TIGER EXPRESS ACCOUNT.

F. Account Information Disclosure

The University will disclose information to third parties about the account or transfers made:

1. when it is necessary for completing transfers; or
2. in order to comply with government agency or court orders; or
3. with written permission from cardholder

G. Disclosure of Right to Receive Documentation of Transfers

The cardholder is entitled to a receipt at the time any transfer from the TIGER EXPRESS ACCOUNT is made except for vending and laundry services.

H. Deposits to the TIGER EXPRESS ACCOUNT

In order to open a TIGER EXPRESS ACCOUNT an application must be completed and an initial deposit of \$25 must be made. Initial and future deposits must be made at the ID/One Card Office, DePauw University, Memorial Student Union Building, 408 S. Locust Street, Greencastle, IN 46135, in person or by mail. Funds deposited in TIGER EXPRESS ACCOUNTS will be available for use twenty-four (24) business hours after the deposit is accepted by the Campus ID Office.

DePauw University reserves the right to cancel or refuse to open a TIGER EXPRESS ACCOUNT for any eligible student or employee. Payments made by insufficient check funds will be covered by payroll deduction or hold on student records.

I. Refund Policy

Requests for refunds on the TIGER EXPRESS ACCOUNT (excluding Board Plan dollars) **must** be made in writing to the ID/One Card Office. Requested refunds will ordinarily be made at the end of each semester. Refunds may be requested and made at other times when a student withdraws from the University or an employee terminates employment. Refunds will be applied to other amounts owed the University and a check for the balance will be mailed within fourteen (14) business days of receipt of the refund request. Refunds will **not** be made on accounts with a balance less than \$5. No cash or partial refunds will be made.

The account balance (Tiger Express, **NOT** Board Plan dollars) will automatically roll over to each new semester and/or academic year as long as the cardholder remains a registered student or employee of the University.

J. Inactive Accounts

Should one (1) calendar year pass in which no transactions take place and the cardholder is not a registered student or employee of DePauw University, the funds in the TIGER EXPRESS ACCOUNT will be applied to other amounts owed the University and any remaining balance will be forfeited.

K. Return of Merchandise

Some merchandise will be accepted for return according to the refund policy in force where the goods or services were purchased. Cash refunds will **not** be made for returned merchandise purchased using the TIGER EXPRESS ACCOUNT. A credit will be made to the TIGER EXPRESS ACCOUNT.

L. Statements

Statements are available upon request in the ID/One Card Office.

FOR GENERAL QUESTIONS CALL (765) 658-4253

DEPAUW UNIVERSITY
ID/ONE CARD OFFICE
MEMORIAL STUDENT UNION BUILDING
408 S. LOCUST STREET
P.O. Box 37
GREENCASTLE, IN 46135-0037

TIGER EXPRESS ACCOUNT APPLICATION

Name: Last _____ First _____ Middle _____
Home address: Street _____
City _____ State _____ Zip _____
Student ID # (if known) _____ Employee ID # _____
Campus phone: (____) _____ Home phone: (____) _____
Enclosed is my check or money order payable to **DePauw University** in the amount of (check one):
 \$1,000 \$500 \$300 \$100 \$25 (minimum) Other: specify \$ _____
I certify that I have read the terms and conditions of the TIGER EXPRESS ACCOUNT.
Signature _____ Date _____

Remit payment to: ID/One Card Office, DePauw University, 408 S. Locust St., P.O. Box 37, Greencastle, IN 46135-0037 • Questions, call (765) 658-4253

*Effective date: 5/99