

Use and Ownership

The BUZZ Card is issued to you to provide access as a member of the Black Hills State University (BHSU) community, under the following terms and conditions of use. Please read all terms, as these constitute legal obligations between you and the University. Upon first use of your BUZZ Card, you are accepting the terms and conditions of the BHSU BUZZ Card program.

Although the card is the property of BHSU, it is entrusted to you for your convenience while enrolled at the BHSU. No account should be accessed by anyone other than the intended cardholder. Only the person pictured on the ID card is entitled to spend money from the account or use the card to gain access to BHSU facilities. Unauthorized use, alteration or duplication for fraudulent use warrants confiscation and/or disciplinary action.

Security Responsibility

Each Cardholder is responsible for ensuring the security and proper use of their BUZZ Card. BUZZ Cards are not transferrable and should never be lent to others. Use of your BUZZ Card by anyone other than the card owner, as well as tampering or alteration of the card, will warrant confiscation of the card and/or disciplinary action by BHSU.

Lost or Stolen Cards

Lost or stolen BUZZ cards must be reported immediately to the BUZZ Card Office at 605-642-6513 or go online to community.bhsu.edu to freeze the account. If you do not inform the BUZZ Card Office about a lost or stolen card, the BUZZ Card office and BHSU are not responsible for any charges made to the BUZZ Bucks Account; although we agree to limit your losses from such unauthorized use to \$50.00 provided you notify us within 24 hours from the time you discover the loss/theft. We are entitled to charge you a replacement fee each time we issue a replacement card to you. Any evidence of fraud related to refund claims will be reported for appropriate disciplinary action. If any of the BUZZ Bucks funds loaded on your BUZZ Card were stolen when your BUZZ Card was out of your possession, you may file a refund claim. We reserve the right to investigate your claim and you agree to assist us.

BUZZ Bucks

Cash refunds are not given on open accounts. The Buzz Bucks account is **not** used as an ATM – once you deposit funds onto your BUZZ Bucks account, the funds are not refundable until you graduate or leave the university, either by transferring to another university or withdrawing. The funds transfer from semester to semester and year to year.

Refunds on closed accounts with a balance must be requested and will be mailed to the last known address. All balances greater than \$5.00 will be returned. If you have less than \$5.00 remaining on your card, we will not issue a refund but encourage you to spend the balance out. All debts on the participant's Student Account must be satisfied prior to a refund check being processed. Any negative BUZZ Bucks Account balances will be charged to participant's Student Account (student) or billed directly to the participant (faculty and staff).

Door Access

Cardholders may be held responsible for any unauthorized access to doors by individuals not named on the card.

Replacement

Cardholders will pay a non-refundable replacement fee for lost or stolen BUZZ Cards. The replacement fee also refers to BUZZ Cards that need to be replaced due to damage. The Cardholder agrees to pay a replacement fee to have your BUZZ Card replaced prior to reissuance.

Change of Name

BUZZ Cards will be replaced free of charge for cardholders that have legally changed their name. The name change must be processed first through the University. Proper documentation must be presented.

Changes to Terms

Future changes in terms and conditions regulating use of this card will apply to all cards in circulation and use at that time and will supersede the terms and conditions in effect at the time the card was acquired. BHSU reserves the right to change any of the aforementioned policies without notice.

Service Charge

No service charges are assessed for active accounts. However, accounts inactive for twelve months or more are assessed a monthly service charge. If the service charge exceeds the account balance, the account is automatically closed.

Private Data Protection

When BUZZ Cards are issued, the cardholder's photo is stored in the ID card database. BHSU protects personal identification information as private data. This data will not be released outside the University unless it is in response to a subpoena or other legal process.

A'Viands Dining Plans

All meal plans purchased for use in BHSU Dining locations are for the personal use of the owner of the account or plan only and are non-transferable. The BHSU Dining meal plans cannot be used as a gift card or gift certificate.

Standard Meal Plans are non-refundable and expire on the last day of Spring semester.

Block Meal Plans are non-refundable and expire on the last day of the Spring semester.

If a card is lost or stolen, the cardholder must report such activity to the BUZZ Card Office and the BHSU Dining office. The BUZZ Card Office and BHSU Dining will deactivate the card. Any monies used from lost or stolen card will not be reimbursed if the BUZZ Card Office and BHSU Dining are not notified immediately. It is the responsibility of the cardholder to manage all monies and transactions on the card.