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| **Section:** | XII.3.7 | |
| **Title:** | TCNJ ID Card | |
| **Effective Date:** | February 21, 2020 | |
| **Approved By:** | Office of Student Accounts | |
| **Responsible Unit:** | Office of Student Accounts<br>(609) 771-2172; stuaccts@tcnj.edu | |
| **Related Documents:** | | |
| **History:** | | |
| Version | Date | Notes |
| 1.0 | February 21, 2020 | Reviewed; no changes made |
| 1.0 | July 1, 2011 | New policy; Initial release |

## I. INTRODUCTION

This policy describes the TCNJ ID card.

## II. DEFINITIONS

N/A

## III. POLICY

The TCNJ ID card is the official photo identification card of The College of New Jersey and must be carried at all times. There are three TCNJ ID cards: student, faculty/staff, and Emeritus. All cards are photo cards with a magnetic strip on the back. The ID card is the mechanism for accessing the cardholder's account(s) and access privileges. Presentation of the card is required to access meal plans, hall access and may be required for other services such as library services, admission to events, parking access, etc. The card must be presented at the time of purchase and is the only means of accessing a participant's account.

The card is the property of The College of New Jersey and is non-transferable. Only the person pictured on the ID Card will be permitted to spend funds from the account. ID Cards will be confiscated if presented by someone other than the cardholder or if the card is involved in inappropriate or illegal use. Fraudulent use of the card will result in disciplinary action.

The ID Card functions strictly as an electronic wallet system. Cash cannot be withdrawn from this account. Refunds from the Get It Program are available only when a participant will no longer be attending The College of New Jersey (i.e.,

termination of employment, withdrawal of attendance or graduation). Refunds will be issued in the form of a check mailed to the permanent home address listed on PAWS.

The cardholder is responsible for maintaining a valid ID Card in proper working condition. Lost, Stolen or misplaced cards must be reported immediately to the 24 hour On-line Card Office or by contacting the Office of Student Accounts at (609) 771-2172. If reporting the card lost/stolen over the phone, you must speak with someone live to ensure the card is deactivated.