



Otis College of Art and Design

**Otis College of Art and Design
Student OneCard
Terms of Agreement**

Card Use: The OneCard is your multi-purpose ID card. Your OneCard will be used to enter campus and campus buildings, to make purchases, and to check out materials from the library. Your card and related accounts are non-transferable. Your OneCard may be deactivated and/or retained when presented by any Cardholder making inappropriate or illegal use with it.

GET Account: This account is a record of your money deposited onto your OneCard (Owl Dollars) and available to you for purchasing products and services wherever the OneCard is accepted. You do not earn interest, you may not use the OneCard as a credit card, nor to obtain cash, and you may not transfer your account. Your account will be activated when you deposit ten U.S. dollars (\$10) or more using the GET online system or using a Value Added Stations (VAS). You may add additional funds to your account at any time (\$10.00 U.S. dollar minimum applies). Statements of account activity are available through the GET system.

Lost, Stolen or Damaged Cards: By being issued a OneCard, you agree to immediately report any lost or stolen OneCard in person at the Office of Campus Safety and Security, by phone 310-665-6965, or by logging into: <http://get.cbord.com/otiscollege> and suspending your card. You will be responsible for all usage of your OneCard prior to reporting its loss or theft to the Campus Safety and Security Office and/or reporting online. We cannot re-activate a lost or stolen card if a replacement has been issued. All replacement OneCards are subject to a \$25 replacement fee. Damaged cards may be subject to the full Replacement Fee. If you report your OneCard stolen and then find it again before a replacement has been issued, go into the GET system at <http://get.cbord.com/otiscollege> to report the card found.

Account Closure & Meal Plan refunds: Your account will be closed when you cease to be a BFA and/or MFA student at Otis College of Art and Design. If you Withdraw or take a Leave of Absence from Otis College, **your Meal Plan will be refunded in accordance with the Tuition Refund Policy stated below:**

If you withdraw/LOA in fall, spring, or summer by 5:00 p.m. Tuition Refund	
Before classes begin	100%
Friday of the first week	90%
Friday of the second week	75%
Friday of the third week	50%
Friday of the fourth week	25%
After the fourth week	0%

If you are dismissed from the College for academic or conduct reasons you will not be granted a Meal Plan refund as in accordance with our tuition refund policy.

Owl Dollar Refunds: Once Owl Dollars are loaded onto your OneCard through your GET account, these funds remain on your OneCard until they are spent, or until you are no longer enrolled as an Otis student. Refunds are not permitted while you are enrolled, so carefully consider how much money you place on your card. Unused funds roll over from semester to semester as long as you are enrolled as an Otis student.

The minimum amount of Owl Dollars you can place per transaction is \$10.00 and the maximum is \$500. The maximum total amount of funds a student can have on their OneCard is \$2,500.

A refund of OneCard funds will only be processed if you have more than \$10 on your OneCard and you are no longer an Otis College student (due to graduation, withdrawal or leave of absence). If you meet these requirements, please complete a OneCard Refund Application online. The Business Office will review the Application and, upon approval, move the amount to your Student Account. The funds will be used to pay any outstanding charges on your Student Account. If a credit balance remains once all charges are paid, we will issue a refund within 2-4 weeks. Applications must be received within 90 days of graduation, withdrawal or leave of absence from Otis College.

Receipts and Statements: Most point-of-sale terminals are equipped to provide a receipt for each transaction. It is your responsibility to ensure that the receipt is correct. An account statement listing recent transactions is available online through the GET system.

Error Resolution: If you suspect an error on a receipt or account statement, contact the department where the purchase was made.

Disclosure: We will disclose information about your account to third parties for any of the following reasons:

1. In order to complete a transaction requested by you
2. In order to comply with a court order
3. To fulfill a lawful College department or program request
4. With your written permission

Changes in Terms and Conditions: The terms and conditions of this Agreement are effective and remain binding until the Cardholder is otherwise notified. If any changes are made to the terms and conditions, Otis College will provide you with notice of change(s) at least twenty-one (21) days in advance of the effective date by publishing the changes through e-mail or posting online to www.otis.edu/one-card. Prior notice need not be given where immediate change in terms and conditions is necessary to maintain or restore the security of the account.

Negative Account Policy: It is your responsibility to keep track of spending through the GET system. If you attempt to use your Owl Dollars when there are not enough funds on your OneCard, the transaction will not be approved. However, should the rare occasion arise when, due to a systems problem or otherwise, a purchase occurs with not enough funds in the GET system (creating a "shortage" or "negative amount"), the "owed" funds will automatically be deducted from the next deposit. In the event a deposit is not made within 5 days to correct the shortage, the amount of the shortage will be posted as a charge to your Student Account.

Meal Plan Policy: By signing this agreement, you understand that Owl Dollars do not take the place of your Meal Plan (required for all students living in the Residence Hall). Students who are commuter students or meet the other requirements to exclude them from a Meal Plan can utilize Owl Dollars as a means to store money to use for dining purchases.

Printed Name

Signature

Date