

# Coppin State University

## VIII-1.80 Policy for the Eagle Card

### Introduction

The Coppin State University Eagle Card is more than an identification card. It can be used to purchase campus goods and services, to gain access to buildings and gated parking lots and to acquire a variety of other resources that the card holder is entitled to receive. To provide Eagle Card users with guidance in using the card this policy is promulgated.

### Policy

- A. The Eagle Card is the property of Coppin State University. It is issued to the Cardholder only and is non-transferable.
  1. Use of the Eagle Card may be revoked at any time and at the University's sole discretion.
  2. Faculty, staff and students must relinquish the card upon separation from Coppin State University.
  3. Access privileges to use the Eagle Card will be deactivated when students, faculty, or staff separate from the University.
- B. Student Cardholders may use the card while enrolled as a Coppin State University student and Faculty and Staff may use the card while employed by the University.
- C. Students must validate their card each semester in the Eagle Card office. The Eagle Card must be presented upon request at the time of use to obtain services or to verify official University status.
- D. The Eagle Card is to be used only by the person to whom it is issued.
  1. Only the Cardholder can present the Eagle Card for purchases, meal plan use, access to buildings, events or for use of University resources for which they are eligible.
  2. The card will be confiscated if presented by anyone other than the account holder; a penalty fee of \$30.00 will be charged to individuals who allow another person to use their Eagle Card.
  3. Lost or stolen cards must be reported immediately to the Eagle Card office by calling 410-951-3570 or by email [eaglecard@coppin.edu](mailto:eaglecard@coppin.edu).
  4. Replacement cards are available at a cost of \$55.00 for residential students and \$15.00 for commuter students, faculty and staff.
  5. Cards which malfunction with no apparent damage will be replaced at no charge, a new card will be issued and the funds will be transferred.

- E. You are not permitted to key your student ID number into a card reader at any time.
- F. Students who are not registered for two consecutive semesters are considered inactive. Inactive accounts will be closed with the assessment of a \$25 administrative fee. The remaining funds can be reclaimed with the submission of a written request. After three years unclaimed funds will be transferred to the State of Maryland's Unclaimed Property Account.
- G. The funds placed in an Eagle Card account will roll over from fall semester to spring semester only.
- H. Meal plan funds are not refundable at anytime.
- I. Upon graduation, students must notify the Eagle Card office by letter or e-mail to request a refund of any remaining balance ([eaglecard@coppin.edu](mailto:eaglecard@coppin.edu)). All accounts that are closed will be assessed a \$25.00 administrative fee.
- J. Terms and conditions for the Eagle Card are posted on the University's website. Acceptance of the Eagle Card constitutes acceptance of these terms and conditions.