

Washington University Campus Card Program

Campus Card Account

August 2008

The Campus Card Account is an account accessed through the Washington University ID Card, or other assigned official University card. It is administered by Washington University Dining Services and the Office of Residential Life. Terms are subject to change.

Opening a Campus Card Account

- On-line
 - Undergraduate students may enroll on-line after July 1 if they have received their Student ID number and their WebSTAC password. (This feature is not available to students enrolled in University College or IE Division.)
 - Graduate and Professional Students may enroll on-line after they have received their Student ID number and their WebSTAC password. (This feature is not available to students enrolled in University College or IE Division Students.)
 - Employees may enroll on-line once they have received their Employee ID number and their HRMS password.
- At the Office of Residential Life
 - All individuals eligible for a Campus Card Account may submit an Enrollment Form with cash or check. (Minimum opening deposit of \$25.00 required.)

Maintenance of Account

- Once an account is established, a patron will continue to have an account as long as they remain an active student or are employed by the University.
- Funds placed on account roll over from semester to semester and year to year.
- No minimum balance is required to maintain an account.

Use of the Account

- Funds placed in the Campus Card Account may be used for laundry, vending purchases at selected locations, and at most WU Libraries print stations.
- The account may also be used at on-campus businesses including: WU Campus Store, Bear Necessities, Edison Theatre, The 560 Music Center, and select Student Union group functions.
- The account is also accepted at WU operated dining locations. For a complete list visit card.wustl.edu. (Undergraduate Students may only use this account when their Meal Plan has been exhausted.)
- Undergraduate Meal Plan funds may not be transferred to the Campus Card Account.

Adding Funds

- Students may add funds by billing their student account through WebSTAC. Employees manage their account in HRMS.
- Cash or Check at the Office of Residential Life.

Spending Limits

- Daily spending limit of \$30.00 is set for laundry, vending machines and library printing.
 - During the last two weeks of each semester, the daily limit on printing will be removed.
- Daily spending limit of \$2,000.00 is set for the WU Campus Store.

Closing the Account

Student – Graduation or other Permanent Separation

- When a student graduates or permanently separates from the University, the account will be closed.
- Remaining balance will be refunded less a \$10.00 administrative fee.
- Balance of \$10.00 or less will be forfeited.
- Refunded Campus Card Account balance will be applied to a student's SIS account. Any outstanding financial obligations on the student's University account will be satisfied with any remaining monies refunded.

Student - Temporary Separation

- When a student goes abroad, the account remains open.

Employee – Retirement, termination, or voluntary separation.

- Account funds will be applied to any outstanding financial obligations.
- Entire remaining balance will be forfeited.

Extension of Student Account beyond graduation or separation

An extension of a student account beyond enrollment, may be requested for students who are transitioning from an undergraduate to a graduate program, stopping out for a semester, completing a post-graduate course, or are involved in an unpaid on-campus internship. Notice must be submitted prior to the end of the semester, or departure from campus.

Account Deactivation/Reactivation

- The account is able to be deactivated or reactivated 24/7 through WebSTAC (students) and HRMS (employees). The account may also be deactivated by calling the Office of Residential Life during regular business hours.