
NAME: ___________________________  BGSU ID: P ___________________
E-MAIL: ______________@bgnet.bgsu.edu  PHONE: (_____) _______ - ________

AGREEMENT
CHECK ALL THAT APPLY

STUDENTS AND EMPLOYEES

I understand that my BG1 card will be automatically activated when the first deposit is made to my BG1 stored value account. Upon activation, I agree that use of my BG1 card will be subject to all the terms and conditions and the disclosure statement printed below.

STUDENTS AND EMPLOYEES

I have read the terms and conditions and the BG1 card disclosure statement that are printed below. I understand that the terms and conditions and the disclosure statement constitute a very important part of my agreement with the university regarding use of my BG1 card.

STUDENTS ONLY

I agree that this agreement shall remain in full force and effect during the entire period of my enrollment as a student at Bowling Green State University.

EMPLOYEES ONLY

I agree that this agreement shall remain in full force and effect during the entire period of my employment by Bowling Green State University.

By affixing my actual signature or electronic signature immediately below I am accepting this agreement, including all of its terms and conditions, and I am acknowledging receipt of the disclosure statement.

Cardholder Signature: ___________________________  Date: ____________
TERMS AND CONDITIONS

1. **BG1 Card Use:** The BG1 Card is your Bowling Green State University (“University”) multi-purpose ID card. You may be required to present your BG1 Card to enter or remain on campus facilities, to attend campus events, or to obtain services available to University employees and/or students. You must present your BG1 Card to have the cost of qualified purchases debited from your BG1 Card account balance. From time to time the University shall publish on the BG1 Card Web page, [http://bg1card.bgsu.edu](http://bg1card.bgsu.edu) (“BG1 Card Web Page”), a list of on-campus locations and off campus merchants where the BG1 Card may be used for qualified purchases. Under no circumstances may you attempt to use the BG1 Card to purchase alcoholic beverages or any other item or service that may be listed on the BG1 Card Web Page as a prohibited transaction for use of the BG1 Card.

2. **THE BG1 CARD IS NOT A CREDIT CARD. YOU AGREE THAT UNDER NO CIRCUMSTANCES WILL YOU DO ANYTHING THAT WILL RESULT IN REDUCING YOUR BG1 CARD ACCOUNT BALANCE TO BELOW ZERO. THIS INCLUDES ATTEMPTING TO USE YOUR BG1 CARD WHEN YOU KNEW OR SHOULD HAVE REASONABLY KNOWN THAT THE BALANCE IN YOUR ACCOUNT WAS NOT SUFFICIENT TO PAY FOR THE PURCHASE TRANSACTION.**

3. **Maintenance of Your BG1 Stored Value Card Accounts:** Once your BG1 Card is activated the University will establish, accept and maintain a stored value account (“BG1 Account”) for your benefit and exclusively for the uses described above. As a stored value account, credits or additions to your BG1 Account will be the result of deposits to your account that you make or that someone else may make on your behalf. These prepaid funds shall be applied against amounts charged to your BG1 Card accounts for goods and services purchased by you at participating points-of-sale accepting the BG1 Card as a form of payment. Provided funds are available, there is no daily limit on the number of purchases that may be made and charged to an account. **YOU AGREE THAT UNDER NO CIRCUMSTANCE WILL YOU USE OR ATTEMPT TO USE YOUR BG1 CARD TO OBTAIN CASH ADVANCES.**

4. **Returned Checks:** Your BG1 Card Account will be charged a fee of $25.00 fee for any check or other credit you deposited in your Account that is returned to the University for lack of sufficient funds or any other reason. This return fee, and other fees, are subject to change. All fee changes will be published on the BG1 Card Web Page.

5. **Closing Accounts:** Upon withdrawal as a student, dismissal, graduation or termination of employment from the University, your BG1 Account will be closed and you may request a refund of your BG Bucks Account balance. A refund of your BG Bucks Account balance must be requested in writing and additional proof of separation from the University may be required. All charges against your BG Bucks Account must be satisfied prior to processing of a refund check. In addition, if at the time of your separation from the University you owe the University any other charge or debt, you agree that the amount of such charge or debt may be deducted from your refund balance prior to disbursement to you. Refunds may be assessed a processing fee. The BG1 Card Web Page will contain information on the current processing fee.
6. **Withdrawing Cash Prior to Closing an Account:** Balances on your BG Bucks Account will automatically transfer from year to year until your BG1 Account is closed (see 5. above). Prior to closing your account, you may withdraw funds from your Account subject to the following:

   (a) Refund requests must be submitted by you in writing and must be signed.
   (b) The written request must be submitted to BG1 Card Services, Bowling Green State University, Bowling Green, OH 43403.
   (c) You may be charged the refund processing fee as specified on the BG1 Card Web Page. This fee will be deducted from the refund.

Requests for refunds will be processed within seven working days and forwarded to the Business Office.

7. **Effective Date of Agreement:** Your agreement with the University regarding the use of your BG1 Card is effective as of the date your Card is activated.
DISCLOSURE STATEMENT

1. **Confidentiality Statement:** Personal information is kept secure and confidential at BG1 Card Services. Third parties are not provided access to personal or account information unless Cardholder consent is granted, in writing, or the University is directed to provide such information by compulsory legal process.

2. **Non Transferable:** Your BG1 Card (“Card”) and your related BG1 Stored Value Accounts (“BG1 Accounts”) are non-transferable. Only you may use your BG1 Card.

3. **Account Responsibility:** You are responsible for any use of your Card. A Card presented by anyone other than the named holder of the Card (“Cardholder”) will be confiscated and returned to BG1 Card Services. The Card is and remains the property of Bowling Green State University. **In addition, a Cardholder is responsible for all use of the Cardholder’s Card prior to proper notification of a lost/stolen Card.** A lost/stolen card may be reported Online seven days a week, 24 hours a day under the BG1 Card tab under the MyBGSU web portal. During regular office hours, reports may be made to BG1 Card Services, in person or by phone at (419) 372-4127.

4. **Personal Management of Your Account:** Cardholder activity reports are available seven days a week, 24 hours a day Online at the BG1 Card tab under the MyBGSU web portal.

5. **Damaged Cards:** A damaged or defaced BG1 Card is not valid and must be replaced by BG1 Card Services. Issuance of a replacement BG1 Card will be made in accordance with current policies regarding card replacement and, in most cases, the Cardholder will be charged a card replacement fee. The replacement fee for a Lost/Stolen Card can be found on the BG1 Card Web Page.

6. **Merchant Credits:** Any credit that is due to merchandise refund or return will be deposited back into the BG1 Account that was initially debited for the purchase.

7. **Meal Plans:** At University Dining Service facilities, dining patrons have a choice of payment options. For the “Meal Plan” option, Residential dollars are used first (if permitted) followed by Flex Funds (if required). Most purchases made in the Bowen-Thompson Student Union require the use of Flex Funds when using the Meal Plan option. Dining patrons may also use the BG Bucks account on the BG1 Card. Further information on Dining Services payment options can be found on the BG1 Card tab of the MyBGSU web portal.

8. **Error Resolution:** If you believe there is an error in your BG1 Account, you must contact BG1 Card Services, in writing, no later than 60 days after an error has occurred. A reported error will be investigated and the results will be made available to the Cardholder within 10 business days following receipt of notification. You will receive written notification if additional investigation time is required. In the event additional time is needed, the results of the investigation will be available within five business days after the close of the investigation. Copies of the documents relied upon during the investigation will be provided upon written request.