

Bowling Green State University
BG1 Card
Disclosure of Terms and Conditions

The BG1 Card is the official Bowling Green State University identification card for students, faculty, staff, retirees and other designated groups or individuals. All active members of the BGSU community, excluding eCampus or Distance campus program students, are required to obtain a BG1 card. Your use of the card indicates agreement to the following terms and conditions as they may be revised by the University from time to time.

1. BG1 Card Use

The BG1 Card may be required to enter campus facilities, attend campus events, or 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 Bucks or Meal Plan account balances.

The BG1 Card may only be used to make qualified purchases from on-campus locations and participating off-campus merchants. This includes, but is not limited to, printing, dining, off-campus dining, ITS computer repairs, and various BGSU entities on campus. The [BG1 Card Web page](https://www.bgsu.edu/bg1-plus/bg1-card.html), <https://www.bgsu.edu/bg1-plus/bg1-card.html>, provides 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 listed on the BG1 Card Web Page as a prohibited transaction.

2. 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 ("BG Bucks 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 makes on your behalf. These prepaid funds shall be used for goods and services purchased by you at participating points-of-sale accepting the BG1 Card as a form of payment.

The BG Bucks Account has a maximum balance limit of \$5,000. 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 circumstances will you do anything that will result in reducing your BG1 Card account balance to below zero.

3. Returned Checks

Your Bursar 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 is subject to change.

4. Refunds

Refunds from the BG Bucks Account may only be made upon request when the cardholder withdraws from the University, graduates, at the end of the spring semester, or at termination of employment from the University. To obtain a refund, the BG Bucks Refund Request form, found on the BG1 Card web page, must be completed, signed, and returned to the BG1 Card Office. Additional proof of separation from the University may be required. In addition, if 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.

All refund requests are subject to review and evaluation. Refunds may be assessed a processing fee. The BG1 Card Web Page will contain information on the current processing fee. Requests for refunds will be processed within four weeks and may be processed via check, electronically via ACH or as a refund to a credit card, at the discretion of the University. Accounts with less than \$10 will not be refunded.

5. 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 printed.

6. 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.

7. 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.

8. 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.

9. 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.

10. Damaged Cards

A damaged or defaced BG1 Card is not valid and must be replaced at 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.

11. 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.

12. Meal Plans

At University Dining Service facilities, dining patrons have a choice of payment options. Please refer to the [website](https://dineoncampus.com/bgsu/meal-plan-purchase) at <https://dineoncampus.com/bgsu/meal-plan-purchase> for a full description of meal plans and to make a purchase. Meal swipes can be used at the Social House, Carillon Place, Kreischer, and select Market convenience stores across campus in the form of Meal Trades. Meal swipes expire at the end of each semester unless they are purchased in addition of a required residential meal plan. Falcon dollars can be used at all dining locations and unused dollars roll over from fall to spring semester. All meal plan monies expire at the end of the spring semester. All major credit cards and BG Bucks are accepted at all locations. For more information, refer to the [meal plan tab](https://dineoncampus.com/bgsu) of <https://dineoncampus.com/bgsu>.

13. Error Resolution

If you believe there is an error in your BG1 Account, you must contact BG1 Plus, no later than 30 days after an error has occurred. You may be required to send your complaint in writing. A reported error will be investigated and the results will be made available to the cardholder within 20 business days. Depending on the type of error, you may be directed to another party. Any errors will be corrected promptly.

14. Inactive Accounts

BG Bucks accounts with no activity during a twenty-four month period are considered inactive. Inactive accounts will be assessed an annual \$10 service charge. In addition, if you owe the University any other charge or debt, you agree that the amount of such charge or debt may be deducted from your BG Bucks account.