

### **VSU 1Card Terms and Conditions (General)**

- The initial VSU 1Card is issued free-of-charge. The current replacement fee will be assessed for **all** replacements (FLEX is the only method of payment accepted by 1Card Services). Student and employee “870” numbers are obtained through Banner and must be provided to 1Card Services before a card can be printed (new or replacement). Additionally, employees and retirees must have a completed form from Human Resources to obtain a 1Card.
- Two (2) forms of ID\* are required in order to obtain a new or replacement 1Card (one form must be a government-issued photo ID and the other form must have the student or employee name pre-printed on it).
- VSU 1Cards must be submitted at time of use in order to obtain goods/services. The 1Card and related accounts are non-transferable.
- There are NO cash refunds. [FLEX refunds](#) may be requested, with a limit of one (1) per semester, for balances of \$25.00 or more. Account balances may be carried from one semester to the next. All FLEX account balances over \$25.00 will be automatically credited to the individual’s Banner account at the end of each spring semester unless he/she designates otherwise via a [FLEX Roll-Over form](#) [(submitted online through the 1Card Services website before the designated deadline, which is seven (7) business days before the official graduation date for spring semester)].
- VSU 1Card care and maintenance: cards should not be exposed to magnetic fields, direct heat, or direct sunlight for extended periods of time; do not place the card on/near a phone charging pad; do not wash/dry the card; the card should not be bent or scratched, have tape or stickers affixed, nor have holes punched in it.
- All persons who receive a VSU 1Card shall be held responsible for all usage of the card and related accounts unless/until such time that the card is properly marked lost- by the cardholder- in the [1Card Online Card Office](#).