

BruinCard is the property of the Regents of University of California, acting on behalf of its Los Angeles campus ("UCLA", "University" or "BruinCard Center"). BruinCard is issued by UCLA to Cardholder only, and is non-transferable. Use of the BruinCard (sometimes referred to below as "Card") may be revoked at University's sole discretion for violation of University policies and procedures. Access privileges of Card will be deactivated when student, faculty, or staff status becomes inactive.

1. Card must be presented upon request at the time of use to obtain services or to establish official University status.
2. Only the most recent version of the Cardholder's BruinCard is eligible for the BruinCard services and fees outlined in this agreement. Previous versions of the BruinCard are considered "retired" and cannot be reactivated or re-encoded. Retired BruinCards may be submitted to the BruinCard Center for proper disposal.
3. Card is to be used only by the person to whom it is issued. Only the Cardholder can present the Card for debit and other privileges. Card will be confiscated if presented by someone other than the Cardholder. Departments may be issued Card for use by designated persons for UCLA Department debit privileges in accordance with University policies and procedures. Card will only be issued upon the presentation of an unexpired, U.S. Government issued identification. This includes the U.S. Visa in a passport, a U.S. State identification, a U.S. State Driver's License, or a U.S. Government military identification.
4. There is no provision for signature on the Card. Additional identification or signature may be required for certain purposes.
5. There are no limitations on the number of times a Card may be used for purchases, so long as Cardholder maintains an adequate balance in Cardholder's account, except for limited use cards issued for special events.
6. Debit accounts may be used for purchases at locations participating in the program.

RULES PERTAINING TO CARDHOLDER ACCOUNTS SHALL BE AS FOLLOWS:

1. The debit feature of the Card is optional. Cardholder accounts will be activated upon initial deposit by Cardholder.
2. Deposits may be made by cash, check, debit/credit card, payroll deduction, or a departmental deposit for a research payment or non-cash award. Check deposits may be made in-person or in the mail and must be payable to UC Regents. Debit/Credit card deposits may be in-person or online. Currency will only be accepted at University Value Transfer Stations, also referred to as BruinCard Payment Headquarters in Location (PHIL) machines. Credit vouchers from the UCLA Store, ASUCLA restaurants and off-campus merchants cannot be deposited into BruinCard accounts.
3. There will be no limit on the frequency of check, cash or credit card deposits. Any person who has more than three checks returned unpaid to the University will be placed on a "Cash Only" basis (i.e. cash, debit/credit card, cashier's check, or money order) for all future transactions. Payroll deposits will occur on a bi-weekly or monthly interval.
4. Minimum payroll deductions will be \$10 bi-weekly or \$20 monthly.
5. Funds will be immediately available for deposits made by cash, credit card, payroll deduction, and Internet. Deposits made by paper check for a one-day total of \$500.00 or more will be subject to a hold for 3 business days before funds are made available.
6. Positive balances that remain on accounts for active faculty, staff and student Cardholders will carry forward to the next term or year. If a debit account has no activity for one year, positive balances may, at the University's discretion, revert to the University. Cardholders may request reverted balances to be returned to their BruinCard account at any time. Negative balances will be transferred to the Billing and Receivable System (BAR), and will remain the obligation of Cardholder. Balances will remain on limited-use cards until card expiration date. Positive balances that remain on limited - use cards that have expired will revert to the University 30 days after the expiration date.
7. BruinCard account balances are non-interest bearing for cardholder.
8. Accounts with balances of \$25.00 or more may be refunded to the Cardholder upon the Cardholder's separation from the University by filling out a "Refund Request" form found at bruincard.ucla.edu. University funded deposits, such as non-cash awards and research payments, are not refundable to the cardholder under any circumstance. If there are charges on existing BAR accounts, they will be paid before refunds are issued. Refunds will be issued by check or direct deposit (Bruin Direct) by the Student Accounting Office within five business days of transfer. Credit Card deposits will be returned to the payment card if the refund request is completed within six (6) months of initial deposit. Initiating a refund request does not automatically cancel enrollment in Payroll Deduction.
9. There will be no cash withdrawals or refunds from active BruinCard accounts. If payroll deduction deposits have been made in error, the BruinCard Center will initiate debit entries to Cardholder accounts to effect appropriate adjustments against the prior credit made for the same payroll deduction. Payroll deduction may be cancelled or altered at any time at bruincard.ucla.edu; submitted changes will take effect the following payroll period.
10. Returned checks may be subject to a \$25.00 fee, billed through the BAR system. Holds will be placed on student services consistent with the existing terms and conditions of BAR. In any event, returned check fees will remain the obligation of Cardholder.
11. Cash refunds will not be issued for returned merchandise purchased with Card; instead, Card accounts will be credited for the amount of the return. Merchandise must be returned to the location where goods and services were purchased.

12. Receipts will be available for goods or services purchased with Card at attended point-of-sale locations and for deposits made in-person. Monthly account statements are available online or in-person request at the BruinCard Center.

TRANSACTION ERRORS AND UNAUTHORIZED CARD USAGE

1. Errors on receipts or statements must be reported to a BruinCard Center no later than sixty (60) days after the error appears. Errors that are reported orally must be followed by a written notification within ten (10) business days.
2. Cardholder name, identification number, transaction description, transaction date and dollar amount must be provided when errors are reported.
3. The BruinCard Center will investigate recorded errors. The results of the investigation will ordinarily be made available within ten (10) business days of notification; however, if the University determines that more time is needed to conduct the investigation, the investigation may take up to forty-five (45) business days.
4. Errors will be corrected within 24 hours of determination by the BruinCard Center and cardholders will be notified. If no error is found, a written explanation will be provided within three (3) business days after the close of the investigation.
5. Copies of any documentation considered by the University during the investigation will be provided upon written request.
6. The University is not responsible for resolution of disputes related to use of the BruinCard, including without limitation disputes regarding the cost or quality of goods or services purchased or sought to be purchased utilizing the BruinCard.
7. Lost or stolen cards must be reported immediately online at www.bruincard.ucla.edu any time 24 hours a day, 7 days a week or in-person at the BruinCard Center during business hours. Found Cards must be reactivated in person at the BruinCard Center by the Cardholder. Only the most recent version of the Card may be reactivated. Liability of Cardholder will not exceed \$50.00 in unauthorized transfers if loss is reported within 2 calendar days (48) hours of the loss or theft. Liability will not exceed \$500.00 in unauthorized transfers if loss is reported within sixty (60) calendar days. If notification of loss exceeds sixty (60) calendar days, the liability for unauthorized transfers is unlimited.

CARD REPLACEMENT POLICIES

1. The fee for replacing a BruinCard is \$25.00 if there is no BruinCard present for exchange. If the currently issued BruinCard is present for exchange, the fee to replace the BruinCard will be \$5.00.
2. Payment to replace a card must be made with a check, debit/credit card, money order or funds on Cardholder's BruinCard debit account. Credit/Debit card transactions made in person will only be accepted if the payment card matches the Cardholder's name.
3. Found BruinCards may be returned to the BruinCard Center. If a Card is returned to the BruinCard Center, Cardholder will be notified via official UCLA email address. Cardholder will have ten business days from the delivery of this notice to retrieve the Card in person at the BruinCard Center. If the Card is not retrieved during this time, it will be properly disposed of accordingly. The BruinCard Center is not responsible for notifying Cardholders for Cards returned to other campus Lost & Found centers or non-affiliated individuals or establishments.

OTHER POLICIES

1. If the BruinCard Center fails to complete a transfer to or from an account in accordance with this Agreement, the BruinCard Center will be liable for direct and documented losses or damages that result from the error in an amount not to exceed the amount of the transfer.
2. The University will not be liable if through no fault of the BruinCard Center there are insufficient funds to complete a transfer, there is documented system failure or there are circumstances beyond the BruinCard Center's control (such as fire, flood, earthquake, civil disturbance, etc.) which prevent the transfer.
3. Information regarding Cardholder's account will not be provided to third parties unless required by applicable laws, in compliance with court orders, or with the written permission of the Cardholder.
4. The University will comply with all applicable laws regarding the use of information and stored images. Notification to Cardholder will be at least 21 calendar days prior to the effective date of the change. The BruinCard image will only be released in accordance with the University regulations listed in the [BruinCard Image Use and Distribution Policy](#), which can be found at bruincard.ucla.edu.
5. Cardholder can have only one BruinCard at a given time. If cardholder has dual status in the University, (for example, student and staff), priority status will be printed on the BruinCard. BruinCard Center will confiscate inactive and invalid Cards.
6. A BruinCard photo, as qualified by the requirements listed on the online photo application, may be uploaded online at bruincard.ucla.edu. The online photo application is only eligible for first time Cardholders; all other Card photos must be taken in person at the time the new card is issued. A new photo must be taken for every replacement Card. The new photo taken at the BruinCard center must be in compliance with BruinCard photo requirements, including, but not limited to, a passport quality photo with a plain white background, where Cardholder is looking straight into the camera, is not wearing accessories, and is not making an inappropriate facial expression.

Last Name

First Name

M. I.

University ID Number (9 digits)

Major / Department

Status (please check all that apply):

Undergraduate

Emeriti/Retiree

Student - Graduate / Postdoctoral

Summer Discovery

Faculty / Staff

Summer Session Student

Guest / Visiting Scholar

Have you previously had a BruinCard? Y/N _____

Other _____

If yes, what year? _____

Email address

No, I would not like to receive e-mail updates such as new BruinCard merchants, promotions, website updates and postings.

The cardholder agrees to abide by all rules, regulations, policies and procedures specified by the University and the BruinCard Center. Future changes in terms and conditions regulating the use of this Card will apply to all Cards in circulation and will supersede the terms and conditions in effect at the time the Card was acquired.

I have read and accept the BruinCard Terms and Conditions. Furthermore, I agree to the disclosure terms as listed above.

Cardholder Signature

Date