

# SAIT ID Card Holder Agreement

## General:

1. Your SAIT eCARD is your official identification card. It is necessary to have this card with you at all times when on campus to serve as identification. It must be presented when requested by SAIT officials.
2. As a SAIT eCARD holder you are bound by this eCARD holder agreement. Revisions are in accordance with the policies and procedures at SAIT and are binding upon you as a card holder. Additional information about your eCARD can be found on the SAIT.ca ID Card website: [http://www.sait.ca/student-life/student-services/id-card-\(ecard\)](http://www.sait.ca/student-life/student-services/id-card-(ecard))
3. Your eCARD is required to access many of SAIT's amenities, including, the Library, Printing, Wellness Centre, Health Services and Residences. You must present your eCARD in order to obtain your Calgary Transit U-Pass, laptop for e-Learning programs, education software discounts and locker.
4. Your eCARD is non-transferable. You will not allow anyone else to use your eCARD for identification, access, debit or for any other reason.
5. Your eCARD remains the property of SAIT and must be returned upon request.
  - a. Your eCARD will be forfeited and returned to the ID Card office if there is any evidence of tampering, fraud, abuse or other improper use.
  - b. Any illegal activity involving your eCARD could subject you to criminal charges.
6. If you have a U-Pass sticker affixed to your card you are subject to the rules, regulations, policies and bylaws identified by Calgary Transit and SAIT's Student Code of Conduct, AC.3.4.1. Further information is available on the SAIT and Calgary Transit websites.
7. Students and Apprentices are required to keep their eCARD until the completion of their studies at SAIT. Damaged, stolen or lost eCARD's will be replaced for a fee of \$25. The only exception is when a card needs to be upgraded or is older than four years. If you have a UPass sticker there is an additional Calgary Transit fee for replacing it.

## e-Commerce

8. After loading funds on your eCARD it can be used as a debit card at approved vendor locations. SAIT will debit your eCARD account as a result of purchases made at the vendor locations. Purchases of alcohol and tobacco products are not allowed. Your eCARD account will not allow you to be overdrawn. SAIT is not responsible for any loss, inconvenience or embarrassment to you or others as a result of a lack of funds in your account.

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9. You are responsible for all transactions processed through your eCARD until it is reported missing or stolen to the ID Card office. This may be done through the website 24/7 or in person during regular ID Card office hours. Once deactivated, you must appear in person, with valid photo identification at the ID Card office to re-activate the missing card.
10. Cash withdrawals are not allowed from your eCARD account.
11. Refunds for students will only be made if your relationship with SAIT ends, such as when you graduate:
  - a. eCARD holders should spend any remaining balances in their accounts before leaving campus. Refunds will only be issued if your account balance is greater than \$100.00.
  - b. Refunds will not be issued for funds remaining as a result of a promotional or bonus programs.
  - c. All requests for refunds must be made to the ID Card office via email, [card.office@sait.ca](mailto:card.office@sait.ca)
  - d. A refund will be processed and sent to your address on file in the Student Services office. It will be up to the student to ensure their SAIT Banner account is up to date.
  - e. Your account will then be deactivated by the card office. Reactivation will be allowed only after a replacement card fee is paid.
12. If your account has no activity for a period of 24 consecutive months it will be deactivated. Funds will be credited back to your eCARD account in full if the deactivated account is re-instated at a later date.

SAIT is bound by the Freedom of Information and Protection of Privacy Act (FOIP)

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