

The **Blue Chip Card** is your **identification card** and your **campus debit card** allowing you privileges and services at Central Connecticut State University (CCSU).

As an ID, the card allows specific personalized access to buildings and rooms. As a debit card it allows the cardholder to deposit money on account, the Blue Chip Account, to make purchases on or off-campus at specified locations. Withdrawals not allowed.

This agreement describes and governs the use of the Blue Chip Account. Please read before using your Blue Chip Account.

For most recent and complete information regarding the Blue Chip Card visit the Card Office website, [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu)

## Agreement Terms

In this agreement, the words "you," "your," and "yours" refer to the actual cardholder for whom the Blue Chip Card was issued and for whom use of the Blue Chip Account will be held contractually liable. The use of "us," "we," and "our" refers to the CCSU Blue Chip Card Office (Card Office).

## Acceptance of Agreement

By initiating deposits and transactions on your Blue Chip Account, you have agreed to the terms and conditions of the agreement as set forth.

## Activating Your Account

A Blue Chip Account is a prepaid debit account and is activated when any form of deposit is made.

## Use of the Blue Chip Account

CCSU and the Card Office are not responsible for the refusal to accept or honor your Blue Chip Account by any participating establishments under, but not limited to, the following circumstances:

1. Insufficient funds in your account.
2. Equipment used by merchant or office initiating the transaction is not functioning correctly
3. Your account has been temporarily or permanently suspended due to violation(s) of this agreement.
4. Your Blue Chip Card has been reported as lost or stolen.

## Deposits

**Bursar's Office** (Willard-DiLoreto Hall): accepts cash and checks<sup>1</sup>

**Card Value Centers** (Library, Student Center, Marcus White Annex and Huang center/Kaiser Hall Lobby) accepts cash only.

**Online** (CentralPipeline to WebCentral-Banner link): accepts credit cards<sup>2</sup> and eChecks.

<sup>1</sup> checks received in office will make funds available by next business day; mailed-in checks will be processed within 24 regular business hours from day received.

<sup>2</sup> 2.95%/\$3 fee charged for credit card deposit

## Account Activity Information

**Online:** log on to [get.cbord.com](http://get.cbord.com) for current itemized list of transactions, to place your card in lost status or for a complete list of off-campus merchants.

**Card Office:** printout of all activity upon request.

**Vendors** (on or off campus): upon request, most will provide receipt showing account balance. **Vending or Copy Machines** (on campus): balance electronically displayed when card is swiped. No receipt option. Blue Chip Account information will only be released to cardholders in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

## Reporting a Lost or Stolen Card

If your card is lost or stolen **report immediately** to either the Card Office 860-832-2140, CCSU Police Department at 860-832-2375, or log on to [get.cbord.com](http://get.cbord.com).

Once notification of a lost or stolen card is made, your Blue Chip Account will be put on "lost," preventing further transactions on the account. Upon issuance of a replacement Blue Chip Card, your remaining cash balance will automatically be transferred to your new Blue Chip Card. Please refer to the "Liability" section on the back of this brochure for unauthorized use of the card.

## Card Replacement Fees

First card replacement: \$10; subsequent card replacements \$25 each. No replacement fees for damaged cards unless damage is a result of card misuse.

## Refund of Your Blue Chip Account Balance

Your Blue Chip Account is designed to be a continuous benefit and service to you for your entire career as a student, faculty, or staff member at Central Connecticut State University (CCSU). **You cannot withdraw cash from your BlueChip Account.** You should anticipate spending your account balance or leaving the balance intact over the holidays and school breaks. Your account will remain from semester to semester, year to year and will not be refunded unless the cardholder withdraws, graduates or is dismissed from CCSU or for employees whose employment with CCSU is terminated. Upon separation from CCSU, your account will be reviewed and you may be eligible for a refund of any balance remaining after all University debts have been paid on your Bursar's Office account. In such cases your refund

will be sent via direct deposit to your last known banking information that had been provided to the University. If no known bank account information is available or has become invalid, a check will be mailed to your last registered University address. If your refund will be less than \$10.00, the refund will be dispersed at the discretion of the University.

All non-student/non-employee cardholder accounts that have been inactive for 12 months, will also be reviewed and may be eligible for a refund in the same manner as outlined above.

## Error Resolution Procedure

If you feel a charge you did not authorize has been transacted on your account, you must notify the Blue Chip Card Office as soon as such a non-authorized transaction is discovered. Include information of the date and amount of the transaction, as well as any other information you feel is necessary to help us investigate the claim. You may request a printout of your account history at the Card Office.

## Agreement of Use and Liability for Unauthorized Use of Account

You agree that you will only use your Blue Chip Account for personal purposes. Your account may be used to purchase goods or services from participating establishments on and off the CCSU campus. If your Blue Chip Card is lost or stolen, you must **notify** the Blue Chip **Card Office** or **Police** **immediately** to prevent unauthorized use of your card.

**"Unauthorized"** use means the use of your Blue Chip Card to purchase goods or services through your Blue Chip Account by a person, other than you, who does not have actual, implied, or apparent authority for such use, and from which you receive no benefits.

**Your maximum liability for unauthorized use of your lost or stolen Blue Chip Card is \$50.00, provided we are notified within two (2) days. If notification is made after two (2) days but within sixty (60) days, your maximum liability for unauthorized use of your lost or stolen card is \$500.00. If you do not inform the Card Office or Police Station about a lost or stolen card, you will be responsible for any charges made against your debit account.**

## Important Numbers, Links, Locations:

**Account Review/Management:** [get.cbord.com](http://get.cbord.com)

**Information:** [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu)

**Service:** Card Office, Willard-DiLoreto, Rm D-125  
860-832-2140

**Online Deposits:** [www.ccsu.edu](http://www.ccsu.edu) to CentralPipeline to WebCentral-Banner Web

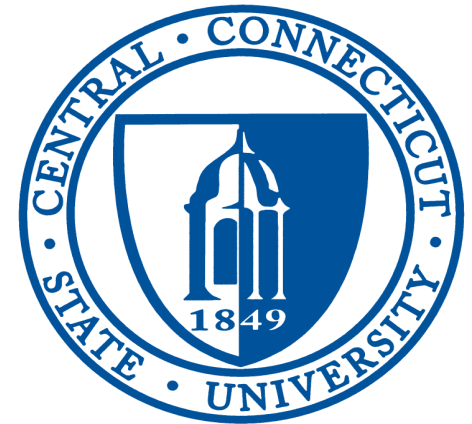
**In Person Deposits:** Bursar's Office, Willard-DiLoreto Room W-212 860-832-2010; 4 Card Value Centers (Library, Student Center, Marcus White Annex and Huang center/Kaiser Hall Lobby).

**Report Lost/Stolen Cards:** CCSU Police Department,  
860-832-2375

**Other IT Assistance:** Help Desk 860-832-1720

# Blue Chip Card and Account

## Terms of Disclosure and Cardholder Agreement



**Blue Chip Card Office**  
Willard-DiLoreto Building, Room D-125  
[www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu)  
860-832-2140

**Regular Semester Hours:**  
Mon-Fri 8am-5pm

**University Break Hours:**  
Mon-Fri 8am-5pm  
**Start of Semester/Special Hours:**  
visit [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu)