

Eagle Card Terms of Use

- The Eagle Card is the official Coppin State University identification card. All faculty, staff, students, and sponsored individuals are required to have their card for identification, and access to university buildings and services. The card must be carried at all times while on the CSU campus. The card should be treated like cash, a credit card or a key.
- The Eagle Card must be presented for identification if requested by a university official. An Eagle Card account is managed by registering the card at <https://coppin.campuscardcenter.com>.
- The Eagle Card must be relinquished by Faculty and staff upon separation from the university. Access privileges of the Eagle Card will be deactivated when student, faculty or staff status is terminated. Access privileges are deactivated for students who are not registered for courses and not charged tuition.
- The Eagle Card is to be used **only** by the person to whom it is issued. Only the cardholder can present the card for transactions and other privileges. The Eagle Card will be confiscated if presented by someone other than the cardholder. Individuals who allow another person to use their Eagle Card for any purpose will have their Eagle Card privileges suspended and will be assessed \$30.00 to have their card reactivated.
- The eagle cardholder is responsible for any loss of funds due to a lost or stolen card. The cardholder must immediately suspend the Eagle Card account if the card is lost or stolen at <https://coppin.campuscardcenter.com>. Replacement cards are only issued in person by Eagle Card Services. Once a new Eagle Card has been created, the old Eagle Card will be invalid, and if found cannot be reactivated.
- The Eagle Card must not be altered or damaged in any manner. This includes, but is not limited to, punching holes in or affixing unapproved stickers to the card. The card should be kept away from computers, cell phones, TVs, stereo equipment, microwaves, and other magnetic devices. Do not store your card where it may bend or come in direct contact with other magnetized cards. Damage or misuse of the card may render it unusable.
- CSU does not issue temporary Eagle Cards, whether it be for a visitor on campus or a lost card.
- University Business Services reserves the right to change these Terms and Conditions regulating the use of the Eagle Card.

Eagle Card Terms and Conditions

As Eagle Card declining balance account user, you agree to the Eagle Card Terms of Use and the following Terms and Conditions:

- Utilizing the Eagle Card for purchases is **optional**. The Declining Balance account will be activated upon initial deposit by the cardholder.
- You must present your own Eagle Card in order to purchase products or services. The Eagle Card is the property of Coppin State University and is non-transferable.
- The Declining Balance account enables you to use your Eagle Card at all participating locations on campus. Funds on this account are deposited at your discretion. The Eagle Card acts as a debit card and is not a credit card. There are no limitations on the number of times a card may be used for purchases, as long as the cardholder maintains an adequate balance in the cardholder's account.
- Once funds are deposited into the Eagle Card account, any remaining balance will carry over from semester to semester and year to year, as long as you are actively affiliated with Coppin State University. The university accepts and holds funds prepaid by you for your sole benefit. The university shall apply these funds to any purchase of goods made through the use of the Declining Balance account. No interest or other earnings will be paid to you or credited by the university.
- Coppin State University reserves the right to close any account that is inactive for more than twelve (12) months. All accounts that are closed will be assessed a \$25.00 administrative fee. If a credit balance exists on the student account, a refund will be issued by the Controller's Office to the last official permanent address on file with the University. Accounts that are closed by the university will be considered abandoned after a period of 36 months, and all remaining funds will be placed into the University's general fund, unless a refund request is made by the cardholder.
- Point-of-sale terminals are equipped to provide a receipt for each transaction. It is your responsibility to ensure that the receipt is correct and to secure the receipt. You may view detailed account transaction activity by visiting <https://coppin.campuscardcenter.com>.