

August 13, 2009

To the Parent of:
Sally Student
123 Main Street
Anywhere, MA 12345

Dear Parent:

Welcome to the fall 2009 semester! This letter and the enclosed brochure provide important information for you and your student about the **Berklee Card**, the official identification card of the Berklee College of Music. The Berklee Card is required for students to access essential campus services and facilities, including meal plans, library privileges, building access, and practice rooms. New students will receive their Card when they arrive for fall semester and should carry the card at all times while on campus.

The Berklee Card also features a prepaid spending account - the **Berklee Card Account** – providing you and your student a convenient, secure way to make cashless purchases on and off-campus while enrolled at the College. With a simple swipe of your student’s Berklee Card, he or she can make purchases at our bookstore, Mail & Document Services Center, laundry facilities, copy and vending machines, the Berklee Performance Center, and as a supplement to meal plans at campus eateries. Your student’s Berklee Card Account is also welcomed at more than 60 businesses in the Back Bay, Fenway, Cambridge and Newton neighborhoods that accept Campus CashSM. Popular businesses that welcome the Berklee Card Account include BOLOCO, Crazy Dough’s Pizza, CVS Pharmacy, Daddy’s Junky Music, DiningIn.com, Economy Hardware, JP Licks, McDonald’s, Supreme Pizza, Trident Booksellers, Symphony Market, and more. Many of these businesses provide delivery to campus as well as special offers just for students who use the Berklee Card Account. Visit www.berkleecard.com for a complete list of accepting locations.

There are no costs or fees to use or add value to the Berklee Card Account – and no over-limit, late payment or interest charges typical with other cards. The Berklee Card Account balance rolls over from semester to semester and year to year, and can be refunded when your student graduates or leaves the College. You have the security of knowing that the account can only be used at College-approved locations, and that spending is limited to the funds available in the account. If your student’s Berklee Card is lost or stolen, the Berklee Card Account can be immediately suspended and value transferred to a new card.

Both you and your student can have 24/7 access to a secure online account center to add value, check balances, review transaction history, establish a guest account, create a recurring allowance to help with budgeting, and more. Please remind your student to register his or her Berklee Card Account so you can use these helpful account features. With the Card handy, follow the step by step instructions at www.berkleecard.com. In addition to online account access, you and your student can speak with knowledgeable representatives at **1-866-865-2375** Mon.-Fri. 8 a.m. – 6 p.m. ET.

Have your student ready to buy textbooks, supplies and daily necessities before arriving on campus by completing the attached deposit slip and mailing it along with your check in the enclosed self-addressed envelope. You may also add value anytime by debit/credit card at www.berkleecard.com or by calling **1-866-865-2375** Mon.-Fri. 8 a.m. – 6 p.m. ET. Funds transferred into the Berklee Card Account by debit/credit card are available to your student immediately and check deposits on the same business day received. For more information, please review the enclosed materials and visit www.berkleecard.com.

We hope you and your student enjoy all the benefits of the Berklee Card and the Berklee Card Account.

Sincerely,



Chris Swezey
Director of Auxiliary Services

Mail by August 21st to ensure your student will be ready for the start of the semester. ✂ (detach here)

Complete and mail along with your check in the enclosed self-addressed envelope

PO Box 1305 Doylestown, PA 18901-0117

Please direct questions to the Berklee Card Service Center at **1-866-865-2375** Mon.-Fri. 8 a.m. - 6 p.m. ET

Berklee Card Account Deposit Slip for:

Sally Student
Student ID#: 0123546

Make your check payable to: Berklee College of Music

Please include 7 digit Student ID # in memo line

Estimated Expenses Per Semester	
Textbooks	\$200
General & Music Supplies	\$100
Meals/Snacks	\$200
Copy Services	\$50
Laundry	\$100
Major Bundles	\$750
Dorm Rm/Apt. Furniture Supplies	<u>\$200</u>
Total	\$1600

Berklee Card Account Deposit Amount:

\$1,600 \$1,250 \$1,000 \$500

\$ _____ **Other** (Minimum deposit is \$20.00)

Contact Phone # (For questions only)

Look for this sign at accepting locations on and around campus.

Berklee
CARD

WELCOMED

Berklee Card Account
www.berkleecard.com

On Campus Locations

Campus Bookstore	Copy Machines
Dining Hall	Laundry Facilities
Archie/Lick's Café	Vending Machines
Café 939	Performance Center
Mail & Document Services Center	

Around Campus

b.good	Dunkin Donuts
Bangkok City	Economy Hardware
BOLOCO	JP Licks
Cappy's Corner & Pizza	McDonald's
Chilli Duck	Nan Ling
College Pizza	Pizza Pie-er
Crazy Dough's Pizza	Quiznos
CVS Pharmacy	Symphony Market
Daddy's Junky Music	Teriyaki House
DiningIn.com	Trident Booksellers & Café
Domino's Pizza	Wendy's

...and more than 60 businesses in the Back Bay, Fenway, Cambridge and Newton neighborhoods that welcome Campus CashSM.

For a complete list of accepting locations, visit www.berkleecard.com

How to Get Your Berklee Card

All incoming students will be issued a Berklee Card during orientation.

How to Register Your Berklee Card

Register your Berklee Card as soon as you receive it. With your Card handy, visit www.berkleecard.com and follow the simple step by step instructions. It's fast and easy, and will ensure you have access to all the benefits of the Berklee Card and the Berklee Card Account including the most up to date information on accepting locations and special offers.

How to Replace a Lost Card

Immediately visit www.berkleecard.com to disable your Berklee Card Account. Then, go to 168 Mass. Ave. to get your new Berklee Card. There is a \$15 replacement fee.

How to Contact Customer Service

For inquiries regarding your Berklee Card Account, contact the Berklee Card Service Center:

Email: mycard@berkleecard.com
Phone: 1-866-865-2375
Mon. – Fri. 8 a.m. - 6 p.m. ET

Terms and Conditions

By adding value, registering for online account access, and/or using your Berklee Card Account, you will be agreeing to the Terms and Conditions of the Berklee Card and Berklee Card Account. Visit www.berkleecard.com to review a complete description of these Terms and Conditions.

The Berklee Card Program is managed by CardSmith, LLC, Berklee College of Music's service provider.

Berklee
CARD



Much more than your ID!



- Door Access
- Identification
- Library
- Performance Center
- Practice Rooms
- Bookstore
- Dining
- Copy
- Laundry
- Vending
- Local Businesses



Berklee Card - Your Campus Credentials

The Berklee Card is the official identification card of Berklee College of Music. It is issued to all members of the College Community and is required for identification and access to essential campus services. It also offers a convenient account for making purchases on and around campus.

Your Berklee Card is your key to:

- Dining** – Enjoy access to all campus dining facilities by swiping your Card – using either your Meal Plan or Berklee Card Account. Use your Berklee Card Account to dine off-campus at participating local eateries.
- Berklee Card Account** – Make cashless purchases on campus and at local merchants.
- Library** – Use the bar code on your Card to check out materials at the Stan Getz Media Center and Library.
- Practice Rooms** – Present your Berklee Card for practice room privileges.
- Building Access** – Use your Berklee Card to access all campus facilities.

Your Berklee Card is THE most important card that you will have at Berklee College of Music – vital for accessing services. Please carry your card with you at all times. To ensure durability and validity, do not tamper with, punch holes in, or misuse the card, and protect it from damage by avoiding magnets.

Berklee Card Account – A Campus Essential

The Berklee Card Account is a prepaid spending account on your Berklee Card offering a safe and convenient way to make purchases on and around campus. It's also welcomed at more than 60 businesses in the Back Bay, Fenway, Cambridge and Newton neighborhoods that accept Campus CashSM as a form of payment. For a complete list of accepting locations, visit www.berkleecard.com.

Additional Benefits of the Berklee Card Account

Convenient – Make purchases with the ID Card you already carry. No need to carry cash, exact change, checks or debit/credit cards.

Fast & Easy to Use – Just swipe and go at self-service locations or present to the cashier for payment.

Pre-Paid – Only spend what you have. No costs, interest or fees to add value or use the account. Your account balance is immediately adjusted as you use your card.

Easy to Add Value – Add funds to your account by check or debit/credit card – via mail, web, or phone.

24/7 Account Access – Add value, view transaction history, establish a guest account and more! Once registered, you are in total control of your account 24/7 at www.berkleecard.com.

Recurring Allowance – Create a schedule to automatically add value to your account – you determine the dollar amount and frequency – a great budgeting tool for students and parents!

Carries Over – Unlike most meal plans, funds in the Berklee Card Account carry over from semester to semester and year to year for as long as you are a student at Berklee.

Safe & Secure – If you lose your Berklee Card, you can suspend your account and have your value transferred to a new card.

www.berkleecard.com



Be Ready for the Start of the Semester!

The table below lists typical semester expenditures for our students. Add value before arriving on campus so you are ready for the start of classes. Additional value can be added at any time.

Textbooks	\$200
General & Music Supplies (incl. equipment such as cables, reeds, amplifiers, etc.)	\$100
Meals/Snacks	\$200
Copy Services	\$50
Laundry	\$100
Major Bundles*	\$750
Dorm/Apt. Furniture/Supplies	\$200
Total	\$1600

**Major Bundles are one time hardware and software purchases required by certain majors. The budgeting chart is only a guide. Choose the depositing level that is right for you and your family.*

How to Add Value to the Berklee Card Account

Mail: Berklee Card Service Center
PO Box 1305
Doylestown, PA 18901-0117

Make checks payable to "Berklee College of Music" and include student name and 7 digit Berklee Student ID Number.

Web: www.berkleecard.com
Debit/Credit Cards accepted at our secure site.

Phone: 1-866-865-2375
Mon. - Fri. 8 a.m. - 6 p.m. Eastern Time
Debit/Credit Cards accepted.

Please note that deposits to the Berklee Card Account are not accepted by any campus office.