

Transfer to Maroon Card from Credit on Student Account

Excess credit funds on your student account may be transferred to the Maroon Card with permission from you and/or your parent instead of, or in addition to, receiving a Roanoke College issued refund check. The new Maroon Card will provide convenience across campus in various locations (i.e., Commons, Cavern, Bookstore, etc.). The need to handle cash will be eliminated thus ensuring greater security for you and your belongings on campus. Use of the Maroon Card will also afford you the opportunity to view all transactions online to see how your funds are being spent. It will also allow you to monitor your declining balance.

The terms and conditions of the Maroon Card are listed below. Please read these thoroughly and then sign and return this form to the Business Office at: 221 College Lane, Salem, VA 24153. You may also fax this form to (540) 375-2044.

Maroon Card Terms and Conditions

1. Each cardholder is responsible for managing his/her Maroon Card account. When using the Maroon Card, it should be protected as you would cash or a credit card. No account should be accessed by anyone other than the cardholder. Only the person pictured on the ID card will be allowed to spend money from the account. Cardholders may check balances or view transactions online.
2. The Maroon Card is NOT an ATM card. Maroon Card funds are transferable between categories on the same cardholder but non-transferable and cash cannot be withdrawn.
3. Lost or stolen cards should be disabled by the cardholder online as soon as realized. A replacement card may be obtained from Campus Safety. There is a cost of \$25 for a replacement ID card.
4. Account balances will not expire but roll over from semester to semester and academic year to academic year as long as the cardholder is enrolled as a student or employed by Roanoke College. Refunds will be processed for the account balance above \$20 (there is a \$20 closing fee) if a student withdraws or graduates or an employee leaves the college. Cardholders are encouraged to spend their remaining balance to avoid the closing fee. Refunds will be mailed to the current address on file with Student Accounts or Human Resources.
5. Roanoke College is not responsible for any loss or expense resulting from loss, theft, or misuse of this card. Use of the Maroon Card constitutes acceptance of the terms and conditions with the cardholder agreement.

Please note that all credits moved to the Maroon Card remain on the card until used and will not be refunded until you separate from Roanoke College.

Student Name: _____ ID#: _____

I accept the terms and conditions outlined above and authorize the Roanoke College Business Office to transfer the amount designated below to the following funds of my Maroon Card:

Amount to transfer to my **Maroon Money Fund**: \$ _____
(Funds deposited into this account can be used anywhere on campus including the Dining facilities and RC Bookstore)

Amount to transfer to my **Dining Services Fund**: \$ _____
(Funds deposited into this account can only be used in either the Commons or Cavern facilities)

Amount to transfer to my **Bookstore Fund**: \$ _____
(Funds deposited into this account can only be used in the Roanoke College Bookstore)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____
(Required for credits generated by parent PLUS loan or other parent payments)

For Business Office use: Maroon Card Loaded _____ Student Acct. Debited _____