



SMC Knight Card Application (Prepaid Debit Account)

DEADLINE

Please complete this form (even if making deposit online) and mail to: Saint Michael's College Box 274, Attn: Finance Office, One Winooski Park, Colchester, VT 05439

All Saint Michael's students have a Knight Card. This serves as the student's ID card. Additionally, this card also operates as a declining debit balance account for use on campus as well as over 100 locations off campus. Our laundry system operates on a swipe system that accepts the Knight Card as the only form of payment. All residential students who plan to do laundry on campus and/or utilize the prepaid debit account must complete this application.

This form with original signature is needed, even if making an online payment. Please complete this form and mail to address listed on form.

NAME: _____
Last First MI

SMC ID # 80 _____

A minimum of \$20 can be placed on your KnightCard as the initial deposit. The initial and subsequent deposits can be made with a credit card online and mailing this form in to the address listed or by mailing this form along with a paper check to the address listed. Subsequent deposits can be made with a credit card online or via the "cash only" machine in the Library.

CHARGE: AMT ____ (On-Line using Visa, MasterCard, Discover (debit or credit) or by eCheck at: <https://www.smcvt.edu/offices-and-services/knight-card-office/> Select the "Making Deposits" tab at the bottom of the page and then select "online deposit form". (This process takes 3 business days and there is an online convenience fee.) Even when completing an on-line deposit, this form must still be mailed to Saint Michael's College Box 274, Attn: Finance Office, One Winooski Park, Colchester, VT 05439.

CHECK: AMT _____ (For the initial deposit, you can send this form and a check made payable to Saint Michael's College Box 274, Attn: Finance Office, One Winooski Park, Colchester, VT 05439.)

Please establish a Knight Card Account for me. I have read the information as stated on page two and accept the terms and conditions as set forth.

Signature of SMC Account Holder Date

.....
For Office Use Only:

Date _____ Initials _____

KNIGHT CARD ACCOUNT Terms and Conditions

By applying for the debit option of your Knight Card, you agree to be bound by the terms of the following agreement. The Knight Card Account is a prepaid debit account. Once your application is approved, you may use the Knight Card to pay for purchases at participating on and off campus locations; up to the amount of your Knight Card Account balance (some applications have daily limits). You *cannot* withdraw cash from your Knight Card Account. There is no fee to establish or use the account; the full amount of your deposit will be available on your Knight Card Account.

1. This agreement is executed between the individual named on the front of this page (the PARTICIPANT) and Saint Michael's College. This agreement references a Knight Card Account, which is an option available to SMC student, faculty, staff and certain SMC affiliates. This agreement is administered for Saint Michael's College.
2. The term of this agreement will be determined by the participant's College affiliation or status. The term for Students is from the time this agreement and the initial deposit are received by the IT HelpDesk until the participant graduates, withdraws, or otherwise severs their relationship with the College. The term for Faculty/Staff is from the time this agreement and the initial deposit are received by the IT HelpDesk until the Faculty/Staff member terminates employment at Saint Michael's College. The term for Other Affiliation is for the time this agreement and the initial deposit are received by the IT HelpDesk until the participant no longer has a College affiliation.
3. Once payment (cash, check, or major credit card) and a signed application form are submitted to the IT HelpDesk, a Knight Card Account will be activated. Additional deposits may be made at any time by completing the necessary forms and making payment at the IT HelpDesk or with cash deposits at the CSVT machine located in the Library. Deposits can also be made on line through our website at <http://www.smcvt.edu/Offices-and-Services/Knight-Card-Office.aspx> (Note: You may not pay for tuition using your Knight Card)
4. The Knight Card Account is automatically closed at the end of this agreement. The IT HelpDesk reserves the right to close any Knight Card Account that has been inactive for a period of twelve (12) months. Refunds on closed accounts may be requested and will be made at the full of the unused balance, minus a processing fee; refunds will be mailed to the last known address Any negative Knight Card Account balances will be charged to the participant's student Account (students) or billed directly to the participant (all others).
5. To minimize potential loss to the participant, unattended locations/applications such as vending laundry and photocopiers will carry a daily spending limit.
6. The participant's Knight Card will be the access device for Knight Card Account. The card must be presented at the time of purchase and shall be the only means of accessing the participant's account.
7. This account is non-transferable. The cardholder may be charged a fee and authorized Dining Services staff may confiscate their card if the card has been loaned to another individual. Additional ID may be required to ensure that only the participant use the account. The participant may be required to sign a receipt for goods.
8. Information regarding the participant's account or transactions may be disclosed to third parties when necessary to complete transactions, when the condition or existence of an account must be verified, to comply with government agency or court orders, or with the participant's written permission.
9. Saint Michael's College reserves the right to determine hours of operations and pricing for the goods and services available for purchase with this account.
10. Should the participant's identification number change after execution of this agreement, he/she must notify the IT HelpDesk as soon as possible. A fee will be charged for replacement of lost, stolen or damaged cards.
11. Lost or stolen Knight Cards must be reported immediately to the IT HelpDesk (654-2020) or Switchboard after business hours; Switchboard is open 24 hours a day. The phone number for Switchboard is 654-2000. For your convenience our webcard center is available 24 hours a day to flag your card lost or found, just log on to **webcard.smcvt.edu**. If the participant does not inform the IT HelpDesk about a lost or stolen card, the IT HelpDesk and Saint Michael's College are not responsible for any charges made to the Knight Card Account. If the participant informs the IT HelpDesk within two (2) business days that their card is lost or stolen, the participant is liable for up to \$50.00 in charges to the card if the card was used without permission. If the participant informs the IT HelpDesk of the loss that their card was lost or stolen, after two (2) business days but within sixty (60) days, the participant may be liable for up to \$500.00 if the card was used without permission. Business days are defined as Monday through Saturday.
12. Log on to **webcard.smcvt.edu** to view your current balance and transactions. If the statement shows transactions that were not made by the participant, the participant must inform the IT HelpDesk immediately. The error will be investigated and the participant will be notified of the determination within twenty (20) business days. If the IT HelpDesk is not informed within sixty (60) days after the statement was sent that there was an error, the participant is liable for the erroneous charges.