

BROWN UNIVERSITY
BROWN CARD OFFICE

Declining Balance Account and Brown Card Off-Line Vending Program

2010

Brown University offers two optional financial applications that work directly with the Brown University ID card – **the Brown Card Declining Balance Account and the Brown Card Off-Line Vending Program.**



The Brown Card Declining Balance Account is a University-maintained debit account that allows students to use their Brown ID card to make purchases at the Brown Bookstore, Computer Store, Campus Shop, College Hill Café, Campus dining and snack locations, and to pay fees at the Rockefeller Library and the Brown Card Office. To enable a Brown ID card to be used as a debit card, students must open a Brown Card Declining Balance Account. This can be done in person at the Cashier's Office, or by mailing this Brown Card Declining Balance Application/Deposit Slip along with a check made payable to Brown University, to the Cashier's Office before coming to campus. The Declining Balance Account can be opened with a deposit amount between \$25 and \$7500. Card holders may add deposits at any time, either through the mail or in person at the Cashier's Office during business hours.

The Brown ID Card Off-Line Vending Program allows students to add value to their Brown ID card's vending stripe to take advantage of convenient campus vending, including purchases at snack and beverage machines, laundry machines, and for Library copying/printing services. Cash can be added directly to the card or transferred from the Declining Balance Account using a Card Value Center (CVC) machine. Please note that cash added to the ID card using a CVC machine is only for the purpose of vending and not to be confused with the Declining Balance Account. Deposits to the Declining Balance Account can only be made through the Cashier's Office, not a CVC machine.

Terms and Conditions of The Brown Card Declining Balance Account

- Cash withdrawals may not be made from this account.
- A balance remaining at the end of a semester will automatically be rolled over to the next semester.
- Any balance remaining in this account following graduation, separation, or withdrawal will be refunded in full. (Exception: If the University is forced to draw from the account to clear an outstanding debt of the cardholder, only the unused balance will be refunded).
- The Declining Balance Account can be used to make purchases without cash at any University Dining Services Operation, Brown Bookstore, Computer Store, Campus Shop, College Hill Café, and to pay fees at the Rockefeller Library and the Brown Card Office.
- The Declining Balance Account can be used to transfer funds to the Off-Line Vending Stripe program to make vending purchases of snacks, beverages, laundry, and self-service copiers and printers. The maximum amount that may be transferred to the vending stripe is \$20 per day with a maximum stripe value of \$50.
 - If a card is lost, stolen, or damaged, the cash value on the vending stripe may be lost.
 - A lost or stolen card should be reported immediately to the Brown Card Office or to Brown University's Department of Public Safety (401) 863-3322.
 - Account information is confidential and can only be disclosed to the account holder.

Brown Card Office
69 Brown Street
J. Walter Wilson Building

For more information
about the Brown ID card
and related financial
applications, please visit
www.brown.edu/browncard
or call (401) 863-2273

PLEASE CUT AND MAIL

Brown Card Declining Balance Account Application/Deposit Slip

Please check one: New Acct. Existing Acct. Banner ID #: _____
(IF KNOWN)

Account Holder's Name: (PRINT) _____

Campus/Local Address: (IF KNOWN) _____

Home Address: _____

Campus/Local Telephone #: _____ Home Telephone #: _____

Deposit Amount: (CHECK BOX) \$7500 (maximun) \$5000 \$2500 \$1000 \$500
 Other _____ (\$25 minimum; please do not send cash)

I understand and hereby agree to the terms and conditions of this account as stated above.

Signature: _____ Date: _____

Check deposits may be made by mail to Brown University, Cashier's Office, Box 1911, Providence, RI 02912 or in person at the Cashier's window located in the Brown Office Building, 2nd floor, 164 Angell Street. Students may log onto Self Service Banner to view their Declining Balance availability and a 30 day history.

