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**TC3card Policies and Procedures**

The Tompkins Cortland Community College TC3card identifies the cardholder as a student or staff member of the college. A Tompkins Cortland Community College TC3Guest card or TC3Fitness Center card identifies the cardholder as a user of college services. Upon receiving the card, the individual agrees to the following:

 The TC3card is authorized for cardholder use only.

TC3card cardholders are fully responsible for any and all usage of their TC3cards. This includes controlled access, meal plan usage, as well as bookstore or vending purchases.

Community members requesting a TC3card for use in the Fitness Center must first see the Fitness Center manager. All Fitness Center TC3card holders must adhere to the policies and procedures associated with the use of the TC3card.

The print on the front of the TC3card designates the status of the cardholder - example, “Student” or “Staff”. Community, Guest or Fitness Center designations do NOT classify the holder of the TC3card as a Tompkins Cortland Community College member with any Tompkins Cortland Community College rights or privileges.

**Lost or Stolen Cards** - If your TC3card becomes lost or stolen you must report it to the TC3card office or go online to deactivate it. You will be held responsible for any monies used on your account prior to your deactivating the card or reporting it lost or stolen. You must then come into the TC3card office and pay a $10 replacement fee to have your card reissued. To deactivate your card go to the following website: https://www.tc3.edu/TC3card or call the TC3Card office 607.844.8222 ext. 4284.

**Replacement Cards** - If your TC3card is damaged, broken or demagnetized you must come in person with the entire card (even if it is in pieces) to the TC3card office and a new card will be issued free of charge. If this happens more than once, you may be charged the $10 replacement fee for any subsequent cards. If your status changes, for example – student to staff, you must come in person and surrender your old card to receive an updated card at no cost. If you simply want a new photo, you will have to pay the $10 replacement fee.

**Door Access** – The Tompkins Cortland Community College TC3card also functions as a key card for access to certain campus doors. You are automatically assigned authorization to any classrooms, resident halls, or other doors you may need to access at the beginning of each semester. If you are a student, access rules could change each semester based on your enrolled classes or room assignment. Your access profile may be changed, without notice, by the TC3card Office, Campus Police or the ResLife Director when it is deemed necessary or appropriate.

**TC3Card** **Accounts** – If you are a student or an employee of the College, your TC3Card provides you the convenience of using your Card on campus for certain financial transactions.

**Panther Dollars** – You may deposit funds on your card for general use on campus. These funds, Panther Dollars, can be used in the bookstore, food service locations, and in some vending machines.

**Dining/Staff Dining** **Dollars** – You may also deposit funds on your TC3 Card for use specifically in food service locations. Students using Dining Dollars will not pay sales tax on food purchases in the cafeteria. Staff receive a small “bonus” to any money deposited to Staff Dining Dollars but do pay tax on purchases.

**Print Funds** – Students receive an allowance for printing each semester. The allowance is based on the number of enrolled credit hours for the semester. These funds do not represent real money and are forfeited at the end of each semester. If you run out of printing allowance, you can also use Panther Dollars for printing.

**Account Balance -** You can access your account history and print account statements at any time by logging into your myTC3 Account.

**Library Card** – The TC3card operates as your Library card. Privileges to take material out on loan from the library are granted to all Tompkins Cortland Community College students, staff and alumni. You may also use your Tompkins Cortland Community College TC3card at any SUNY college (Cortland State, certain Cornell colleges, Binghamton University, etc). For more information about the library, click onto the following URL: <http://www.sunytccc.edu/library> .

**Campus Vending** – The TC3card will allow purchases at some campus vending machines. All monies used for vending machines will come from your Panther Dollars account. If there is an issue with your TC3card at a vending machine, please notify the staff in the TC3card office.

If there is a problem with the vending machine itself, please report it to the food service manager in the dining area. Vandalism to any vending machine will result in the immediate denial of the cardholders’ vending privileges and possible judicial action.

**Confidentiality** – Your account and personal information will be kept strictly confidential between the TC3card office and Tompkins Cortland Community College. Outside parties are not privileged to any information about you, your account or the purchases you have made unless we are asked to comply with a government agency or a court order.

**Disclaimer** – TC3cards are the property of the Tompkins Cortland Community College. TC3 ID cards must be carried at all times and presented to College Officials upon request. Cards are non-transferable and may be used only by the named cardholder. Cardholder privileges may be revoked or temporarily restricted at any time by the TC3 Card Office for security reasons, bad conduct while using the card or if requested by TC3 Campus Police or authorized ResLife or Fitness Center personnel. Unauthorized use, alteration, or duplication for fraudulent use, warrants confiscation, revocation or restricted access or usage privileges and/or disciplinary action. Cards become invalid upon termination of affiliation with the College and must be surrendered upon request.

***Tompkins Cortland Community College reserves the right to alter any policy or procedure contained herein****.*