

Bison Bucks Account Policies

1. Bison Bucks is a prepaid account. Funds must be added to the account prior to using it for purchases.
 - a. Use of the Bison Bucks Account is a privilege and the university reserves the right to cancel and/or suspend the privilege to use the Bison Bucks Account at any time for disciplinary and /or administrative reason.
 - b. Funds may be added to the Bison Bucks account with a major credit/debit card (VISA, MasterCard or Discover) at the My Bison One Card Accounts website (www.howard.edu/BisonOneCard)
 - c. Increments – Deposits are allowed in increments of \$10 up to \$500.
 - d. Families and friends may also add Bison Bucks to students' accounts via the My Bison One Card Accounts website and must provide the student's ID number, first and last name.
2. **Using the Bison One Card Bison Bucks Account**
 - a. To utilize the Bison Bucks Account on the Bison One Card, students present their Bison One Card to participating merchants as payment for products and services.
 - b. An updated list of participating merchants is available on the Bison One Card website (www.howard.edu/BisonOneCard).
 - c. You may not permit another person to use your Bison One Card for purchases.
3. **Bison Bucks Term**
 - a. Bison Bucks may be added at any time.
 - b. The Bison Bucks Account automatically rolls over from semester to semester and year to year.
 - c. Any remaining monies in the Bison Bucks account that have not been requested for refund will be forfeited after a one (1) year period of inactivity.
4. **Transfers**
 - a. Funds in the Bison Bucks Account cannot be transferred to any other Bison One Card Account.
5. **Refunds/cancellations**
 - a. In the event of graduation, withdrawal or other separation from the university and upon request, Bison Bucks will be returned to the Student's Account. If there is an outstanding balance on the Student's Account, the return will be applied to the balance.
 - b. Return requests (to Student's Accounts) must be submitted to the Bison One Card Office in writing.
6. **Liability/Dispute**
 - a. If your Bison One Card has been lost or stolen, cancel the card on line at any time by visiting the website at www.howard.edu/BisonOneCard. Then contact the Bison One Card Office immediately. If you notify the office within two (2) business days, you can lose no more than \$50 if someone used your Bison Bucks Account without your

permission. If you do not contact us within two (2) business days, you can lose as much as \$750.

- b. If your account history shows an incorrect transaction, contact the Bison One Card Office immediately. If you do not inform the office within sixty (60) days of a statement, the transaction may not be able to be corrected.

7. Statements

- a. Up to a ninety (90) day transaction history is available on the My Bison One Card Accounts website (www.howard.edu/BisonOneCard). The history may be printed in the form of statements.
- b. Statements may also be requested by visiting the Bison One Card Office.

8. Applicable Law

- a. The laws and regulations of the District of Columbia and the federal government govern this agreement.

9. Bison Bucks Bank Account

- a. The university has setup an account for Bison Bucks funds to hold prepaid funds toward usage by cardholders.
- b. The account is established for the benefit of the university's vendors and merchants that will receive payment in return for providing goods and services under the Howard University Bison One Card program

10. Sanctions

- a. The first offense will result in a warning and letter of reprimand.
- b. The second offense will result in suspension of Bison Bucks Account privileges for one (1) week.
- c. The third offense will result in suspension of the Bison Bucks Account privilege for the remainder of the current semester.
- d. More than four offenses in one (1) academic year will result in permanent termination of the Bison Bucks Account privilege.