Bison One Card Office

Policies

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Executive Summary

The Howard University executive leadership team is dedicated to continuously improving the quality of services delivered to students and the community. In alignment with the vision of executive leadership and the mission of Howard University, the Bison One Card Office has been established to consolidate and administer existing card related services and also implement new functions and services that will improve the student experience and bring value to the Howard University community. The variety of services to be delivered through the Howard University identification (ID) card and administered and/or supported by the Bison One Card Office include but are not limited to:

- Access to library assets
- Access to meal plans
- Card access to campus events
- Card access to exterior doors of controlled campus buildings and spaces
- Cashless purchases at on campus dining and retail locations
- Cashless purchases at select off campus dining and retail locations
- Distribution of ID cards
- Self-service management of card services
- Support of technology used as part of the one card service offerings

The Bison One Card Office will partner with university departments and vendors to deliver and implement convenient and effective services to the Howard community utilizing the latest advancements in card technology and project management methodologies. The office will also partner with the One Card Advisory board, university departments and the university’s executive leadership to institute and maintain policies and procedures for administration of one card services that enhance the safety, security and convenience of the Howard University community.

Bison One Card Mission Statement

The Bison One Card Office will serve the Howard University community, conveniently and securely one “swipe” at a time. The primary goal of the office is to deliver and expand a diverse range of card related services, including but not limited to: financial; access and; identification, on and around campus using improved and advanced technology. A dedicated and professionally trained staff is committed to providing the Howard University community with exceptional, courteous, efficient and effective card related services.
**Bison One Card Production Policies**

1. **Issuance of the Bison One Card for students – employees and retirees.**
   
a. The Bison One Card is the official identification card for Howard University and is produced and distributed by the Bison One Card Office.

b. The Bison One Card shall be issued to all new validated students and newly hired faculty, staff, contractors and retirees. For all eligible retiree who wish to have a Bison One Card, their information must be first submitted to HRIS.

c. There is no fee for the initial Bison One Card.

d. Each person is provided only one (1) card representing his/her main role within the university. Additional cards must be turned in to the Bison One Card Office.

e. All Bison One Card issued after July 1, 2013 will bear an expiration date on the front as follows:
   
i. Student ID cards are valid for 6 years or at time no longer an active student whichever comes first
   
ii. Faculty and staff ID cards are valid for 5 years or at time no longer active employee whichever comes first
   
iii. Retiree ID cards do not expire.
   
iv. Students, Faculty and Staff may get a reissued ID 30 days prior to expiration at no cost if the original card is turned into the Bison One Card Office.

f. The Bison One Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.

g. The Bison One Card must be carried at all times while on university property. Failure to do so will be reported to the Department of Public Safety and may result in denial of access to university property and/or services. Additional disciplinary sanctions may be imposed by the Office of the Dean for Special Student Services or the Office of Human Resources (HR) for students and employees, respectively.

h. The university may revoke the card and/or the functions and services provided by use of the Bison One Card at any time for disciplinary and/or administrative reason.

i. A valid state or federal government issued ID must presented when obtaining a new card. Acceptable ID’s include:
   
i. US or foreign government-issued Passport
   
ii. US Military ID
   
iii. State driver’s license
   
iv. State issued photo ID

j. For name, title and/or department changes on employee Bison One Cards, the new information must first be submitted to the Office of Human Resources (HR) for update in the Human Resources Information System (HRIS).

k. For name changes on student Bison One Cards, the new information must first be submitted to the Records Office in Enrollment Management for update in the Student Information System (SIS).
2. **Acceptable use of the Bison One Card**
   a. The Bison One Card is non-transferable. All funds, access and other services provided as a function of the Bison One Card are to be used solely by the card holder to whom the Bison One Card was issued.
   b. The card holder is responsible for any actions and obligations incurred by the use of the Bison One Card unless the card holder reports the card as lost or stolen.
   c. A Bison One Card may be subject to confiscation when it is presented by a person other than the card holder to whom the Bison One Card was issued.
   d. Unauthorized use of the Bison One Card is considered theft and will be reported to the Department of Public Safety.

3. **Reporting Lost Bison One Cards**
   a. Students, faculty and staff shall report all lost or stolen cards on the My Bison ID website (www.howard.edu\MyBisonID). Registration may be required.

4. **Replacement of the Bison One Card**
   a. Bison One Cards may be replaced at no cost to the card holder when normal usage of the Bison One Card results in damage over a period of time. Bison One Card staff will visually inspect and test the functionality of the card to make a final determination. This type of damage is considered “normal wear and tear.”
   b. A Bison One Card is considered damaged outside of normal usage when it has been broken into 2 or more pieces, hole-punched, severely bent, defaced and/or exposed to excessive heat. Bison One Card staff will visually inspect and test the functionality of the card to make a final determination.
   c. ID cards will be replaced upon expiration is at no charge for active students, faculty and staff. The current ID must be given to the Bison One Card Office for this fee to be waived. Otherwise it will be considered a lost card and subject to the $10 replacement fee.
   d. There is a $10.00 fee for students, employees and contractors to replace Bison One Cards that have been: lost; damaged, outside of normal usage, or; require name changes.
   e. Bison One Cards will be repaired and/or replaced at no cost to the card holder if the magnetic stripe has stopped functioning or the proximity chip has stopped working due to normal use of the card.
   f. Replacement of a Bison One Card voids all previously issued cards and prevents access to funds, access and/or other electronic services with prior lost, stolen or damaged cards.
   g. Lost Bison One Cards are collected by the Department of Public Safety. Collected Bison One Cards that may be reissued will be distributed by the Bison One Card Office.
   h. All employees that are terminated or separated from the university must return their Bison One Card to the Department of Public Safety.
   i. Stolen cards:
i. The replacement fee for a stolen card **may** be waived if:
   1. The cardholder was the victim of a crime on university property.
   2. The cardholder was the victim of a theft by burglary on university property.
   3. The cardholder was the victim of crime, a robbery or theft by burglary outside of the university property and can produce a police report to that effect.

ii. The replacement fee for a stolen card **will not** be waived if:
   1. The cardholder misplaced the card and it was subsequently stolen or;
   2. The cardholder left the card and/or possessions containing the card unattended and the card and/or the possessions containing the card were subsequently stolen.

5. **Issuance of Howard University Contractor ID Cards**
   a. All university contractors that meet the following guidelines are required to obtain Howard University Contractor ID cards. This policy does not apply to firms that make deliveries to campus.
      i. A person who, as part of an independent business, provides services to the university on a contracted basis: for more than one (1) business day or; may not be accompanied by a university employee while conducting business on campus.
      ii. A person who, as part of an independent business, provides recurring contract services to the university and is assigned workspace at the university.
   b. The university department requesting the services of the contractor, also known as the sponsoring department, is responsible for requesting Contractor ID Card on behalf of the contractor.
   c. The Howard University Contractor ID Card is the official identification card for Howard University Contractors and is produced and distributed by the Bison One Card Office.
   d. There is no fee for the initial Contractor ID Card.
   e. Each person is provided only one (1) card. Additional cards issued must be turned in to the Bison One Card Office.
   f. The Contractor ID Card is valid for the duration of the activity on campus and its validity is printed on the front of the card.
   g. The Contractor ID Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.
   h. The Contractor ID Card must be worn in such a manner that the photo is clearly visible from the front at all times while on university property.
   i. Contractor ID Cards shall not be issued to persons whose employers have not submitted background screening clearance information to the Strategic Sourcing and Asset Management Office.
   j. The university may revoke the card and/or the functions and services provided by use of the Contractor ID Card at any time for administrative reason.
k. A valid state or federal government issued ID must presented when obtaining a new card. Acceptable ID’s include:
   i. US or foreign government-issued passport
   ii. US Military ID
   iii. State driver’s license
   iv. State issued photo ID

l. Contractors must notify the Bison One Card Office by email to onecard@howard.edu of any lost or stolen Contractor ID Cards.

m. Please see “Replacement of the Bison One Card” for policies on replacing Contractor ID Cards.

n. Contractors must return all Contractor ID Cards to the sponsoring department or the Bison One Card Office at the conclusion of the contracted service or when the service has otherwise ended. Sponsoring departments shall then remit the Contractor ID Cards to the Department of Public Safety.

o. Final invoices shall not be paid to vendors who fail to return all Contractor ID Cards for their employees or pay the replacement fee for lost/stolen Contractor ID Cards.

6. Issuance of Howard University Summer Program ID Cards identified as Temporary ID cards

a. Summer programs approved by the Office of the Provost may obtain Howard University Summer Program ID cards identified as Temporary ID cards.

b. The university department sponsoring the summer program is responsible for requesting Summer Program ID Card on behalf of the participants.

c. The Howard University Summer Program ID Card is the official identification card for Howard University Summer Programs and is produced and distributed by the Bison One Card Office.

d. Each person is provided only one (1) card. Additional cards issued must be turned in to the Bison One Card Office.

e. The Summer Program ID Card is valid for the duration of the activity on campus and its validity date is printed on the front of the card.

f. The Summer Program ID Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.

g. The Summer Program ID Card must be worn in such a manner that the photo is clearly visible from the front at all times while on university property.

h. The university may revoke the card and/or the functions and services provided by use of the Summer Program ID Card at any time for administrative reason.

i. A valid state or federal government issued ID must presented when obtaining a new card. Acceptable ID’s include:
   i. US or foreign government-issued passport
   ii. US Military ID
   iii. State driver’s license
   iv. State issued photo ID
j. The sponsoring department of the Summer Program must notify the Bison One Card Office by email to onecard@howard.edu of any lost or stolen Summer Program ID Cards.

k. Please see “Replacement of the Bison One Card” for policies on replacing Contractor ID Cards.

l. Summer Program participants must return all Summer Program ID Cards to the sponsoring department at the conclusion of the summer program or when the participant has otherwise departed the program. Sponsoring departments shall then remit the Summer Program ID Cards to the Department of Public Safety.

Bison One Card Privacy Policy

7. Privacy Policy concerning images and personal information

Howard University respects the privacy rights created and protected by the laws of the District of Columbia and the US government. The Bison One Card Office collects, retains and uses information, including images, about individual members of Howard University and related card use in accordance with applicable laws and regulations in order to administrate card and related services. From time to time, it may be necessary to share information with other Howard University departments to conduct official business. At no time with the One Card Office share and/or reveal information and images to unaffiliated third parties.

Online Photo Submission Policies

8. Bison One Card Online Photo Submission

a. The key requirement for online photo submission is the photo should clearly identify the cardholder. In general, all photos must be a color photo with a frontal view of just and head and shoulders on a solid white or blue background. Please see the information below for additional description of the requirements:

   i. Frame subject with full face, front view, eyes open
   ii. Make sure the photo presents full head from top of head to bottom of chin; height of head should measure 1 inch to 1 – 3/8 inches (25mm to 35mm)
   iii. Center head within frame (see figure 2 below)
   iv. Make sure eye height is between 1 – 1/8 inches to 1 – 3/8 inches (28mm and 35mm) from bottom of photo
   v. Photograph the subject against a plain white or blue background
   vi. Position the subject and lighting so that there are no distracting shadows on the face or background
   vii. The subject should have a natural expression
viii. Prescription glasses may be worn for the photo; however, there should be no reflections from the eyeglasses that obscure the eyes.
ix. Dark glasses or nonprescription glasses with tinted lenses are not acceptable.
x. Hats are not allowed.
xi. Head coverings that are part of a religious practice or belief are acceptable.

b. Photos submitted to the Bison One Card Office: becomes the property of the university; will be used for official and administrative purposes only and; are not returned.
c. In order to obtain a card for which the photo was submitted online, the individual must report to the Bison One Card Office in person and provide a valid form of government issued identification (defined in section 1g).

9. Eligibility/Availability

a. All newly admitted students, who have paid an enrollment fee to Howard University, are eligible to utilize online photo submission prior to their first semester at the university.
b. This service is available for a period of time prior to the start of each semester to be specified on the student course registration website.
Bison Bucks Account Policies

10. 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 ID website www.howard.edu\MyBisonID.
   c. Funds may also be added to the Bison Bucks account by transferring excess funds available on a student’s account prior to refund distribution via BisonWeb (http://www.howard.edu/BisonWeb).
   d. Increments – Deposits are allowed in increments of $10 up to $500.
   e. Families and friends may also add Bison Bucks to students’ accounts via the My Bison ID website and must provide the student’s ID number, first and last name.

11. 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 My Bison ID website www.howard.edu/MyBisonID.
   c. You may not permit another person to use your Bison One Card for purchases.

12. 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.

13. Transfers
   a. Funds in the Bison Bucks Account cannot be transferred to any other Bison One Card Account.

14. Refunds/cancellations
   a. In the event of graduation, withdrawal or other separation from the university and upon request, Bison Bucks will be refunded to the students’ Banner account. If there is an outstanding balance on the student’s account, the refund will be applied to the balance due prior to refund.
   b. Refund requests must be submitted to the Bison One Card Office in writing.

15. Liability/Dispute
   a. If your Bison One Card has been lost or stolen, 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.

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

17. Applicable Law
   a. The laws and regulations of the District of Columbia and the federal government govern this agreement.

18. 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 good and services under the Howard University Bison One Card program

19. 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.

Howard Bucks Account Policies

20. Howard Bucks is a prepaid personal account for Howard’s faculty and staff. Funds must be added to the account prior to using it for purchases.
   a. Use of the Howard Bucks Account is a privilege and the university reserves the right to cancel and/or suspend the privilege to use the Howard Bucks Account at any time for disciplinary and/or administrative reason.
   b. Funds may be added to the Howard Bucks account with a major credit/debit card (VISA, MasterCard or Discover) at the My Bison ID website www.howard.edu\MyBisonID
   c. Increments – Deposits are allowed in increments of $10 up to $500.

21. Using the Bison One Card Howard Bucks Account
   a. To utilize the Howard Bucks Account on the Bison One Card, faculty/staff present their Bison One Card to participating merchants as payment for products and services.
   b. An updated list of participating merchants is available on My Bison ID website www.howard.edu/MyBisonID.
   c. You may not permit another person to use your Bison One Card for purchases.
22. Howard Bucks Term
   d. Howard Bucks may be added at any time.
   e. The Howard Bucks Account automatically does not expire.
   f. Any remaining monies in the Howard Bucks account that have not been requested for refund will be forfeited after a two (2) year period of inactivity.

23. Transfers
   a. Funds in the Howard Bucks Account cannot be transferred to any other Bison One Card Account.

24. Refunds/cancellations
   a. In the event of separation from the university and upon request, Howard Bucks will be refunded to the faculty/staffs.
   b. Refund requests must be submitted to the Bison One Card Office in writing.

25. Liability/Dispute
   a. If your Bison One Card has been lost or stolen, 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 Howard Bucks Account without your permission. If you do not contact us within two (2) business days, you can lose the entire balance on your account.
   b. If your account history shows an incorrect transaction, contact the Bison One Card Office immediately. Transactions can only be corrected/refunded if reported within sixty (60) days of being posted.

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

27. Applicable Law
   a. The laws and regulations of the District of Columbia and the federal government govern this agreement.

28. Howard Bucks Bank Account
   a. The university has setup an account for Howard 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 good and services under the Howard University Bison One Card program

29. Sanctions
   a. The first offense will result in a warning and letter of reprimand.
   b. The second offense will result in suspension of Howard Bucks Account privileges for one (1) week.
   c. The third offense will result in suspension of the Howard Bucks Account privilege for the remainder of the current semester.

More than four offenses in one (1) academic year will result in permanent termination of the Bison Bucks Account privilege.
Bonus Points Account Policies

30. Bonus Points are issued to patrons by Sodexo as a means of refunding due credit, as a gift or a reward.
   
a. The use of Bonus Point is a privilege and the University reserves the right to cancel and/or suspend that privilege Bonus Point at any time for disciplinary and/or administrative reason.
   
b. Bonus Points cannot be used as a means to store value.
   
c. Bonus Points have the same value as cash or Bison Bucks

   d. Bonus Points can only be issued and added by Sodexo authorized employees.
   
e. Bonus Points balances expire within 2 years of the date of the initial deposit.
Bookstore Voucher Account Policies

31. As a service to students, Howard University has made the Book Voucher Request available as a function of the Bison One Card.
   a. The Bison One Card Book Voucher Account is a prepaid account where funds must be added to the account prior to using it for purchases.
   b. The Book Voucher Account is a privilege and the university reserves the right to cancel and/or suspend the privilege to use the Book Voucher Account at any time for disciplinary and/or administrative reason.
   c. Validated students with sufficient excess funds prior to refund on their Banner account can request a transfer of up to $750 per semester to the Book Voucher Account on their Bison One Card.
   d. Excess funds are defined as monies available after all tuition, fees and other charges have been satisfied.
   e. Validated student recipients of athletic book vouchers or book vouchers for the Howard University Freshman Scholarship Program (e.g., Founders, Laureate & Presidential Scholars) can also request available scholarship funds be transferred to the Book Voucher Account on their Bison One Card.

32. Using the Bison One Card Book Voucher Account
   a. To utilize the Book Voucher Account on the Bison One Card, students present their Bison One Card to the Howard University Bookstore as payment for books and course related supplies.
   b. You may not permit another person to use your Bison One Card for purchases.

33. Book Voucher Term
   a. Book Vouchers may be requested and used from the start of the semester through no later than the end of the 7th week of the current semester.

34. Transfers
   a. Funds in the Book Voucher Account cannot be transferred to any other Bison One Card Account.

35. Refunds/cancellations
   a. Any unused funds in the Book Voucher Account will be returned to the student’s account immediately following the 9th week of the semester.
   b. Book Voucher requests can only be cancelled in full if none of the funds transferred to the Book Voucher Account on the Bison One Card have been used.
   c. All unused funds in the Book Voucher Account will be returned to the student’s account upon purge or early departure from the university.

36. Liability/Dispute
   a. If your Bison One Card has been lost or stolen, 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 Book Voucher Account without your permission. If you do not contact us within 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.

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

38. Applicable Law
   a. The laws and regulations of the District of Columbia and the federal government govern this agreement.

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

Card Access Policies
Howard University is an open campus in a metropolitan area. Access to campus buildings and grounds is a privilege extended to students, faculty, and staff and authorized guests. The purpose of the card access policies is to establish a secure environment for the Howard community and safeguard the property of the university and its personnel.

40. Access Requests
   a. Access to electronically controlled building and spaces is managed by the Howard University Public Safety Department.
   b. Card access privileges for non-residential buildings can only be requested by the Provost or relevant Vice President, Dean, Director or their designee and must be submitted on the requesting department’s original letterhead and hand delivered with original signatures.
   c. Card access requests for residential buildings will be forwarded to the Dean of Residence Life and subject to review by the Vice President for Student Affairs for approval.
   d. All card access requests must be submitted to the Public Safety Access Control Systems Manager and must include:
      i. The individual requiring access by name
      ii. The card ID number (proximity number)
      iii. Affiliation (staff, student, contractor, etc)
      iv. Activation/deactivation date
Meal Plan Policies

41. Meal Plan Options -

a. **The 19 Meal Plan** provides 19 meals per week in the Blackburn Cafe and Bethune Annex Café and $100 Dining Dollars for purchases at on campus dining retail locations.
   i. Students selecting the 19 meal plan and residing in Bethune Annex, Frazier, Truth and Tubman residence halls may also use meals in the Bethune Annex Cafeteria.

b. **The 14 Meal Plan** provides 14 meals per week in the Blackburn Café and Bethune Annex Café and $150 Dining Dollars for purchases at on campus dining retail locations.
   ii. Students selecting the 19 meal plan and residing in Bethune Annex, Frazier, Truth and Tubman residence halls may also use meals in the Bethune Annex Cafeteria.

c. **The 5 Meal Plan** provides 5 meals per week in the Blackburn Cafeteria and $100 Dining Dollars for purchases at on campus dining retail locations.

d. **The Block 170 Meal Plan** provides 170 meal for the semester in the Blackburn Café and $352 Dining Dollars for purchases at all on campus dining retail locations.
   iii. Students selecting the 19 meal plan and residing in Bethune Annex, Frazier, Truth and Tubman residence halls may also use meals in the Bethune Annex Cafeteria.

e. **The Block 140 Meal Plan** provides 140 meals for the semester in the Blackburn Cafeteria and Bethune Annex Café and $175 Dining Dollars for purchases at on campus dining retail locations.
   iv. Students selecting the 19 meal plan and residing in Bethune Annex, Frazier, Truth and Tubman residence halls may also use meals in the Bethune Annex Cafeteria.

f. **The Block 75 Meal Plan** provides 75 meals for the semester in the Blackburn Café and Bethune Annex Café and $125 Dining Dollars for purchases at all on campus dining retail locations.

g. **The Dining Dollar Plan** is provided for students seeking maximum flexibility by being charged based on ordered. Dining dollars can be used in Blackburn Café and Bethune Annex Café with a usage charge based upon the “guest” rate. Dining Dollars can also be used in all of the on campus dining retail locations and the convenience stores.

42. Meal Plan Selection
a. Students residing in a meal plan mandated residence halls will automatically be enrolled in the 14 Meal Plan.
   i. List of meal mandated residence halls:
      1. Baldwin Hall
      2. Bethune Annex
      3. Cook Hall
      4. College Hall North
      5. College Hall South
      6. Drew Hall
      7. Frazier Hall
      8. Truth Hall
      9. Tubman Hall
     10. Wheatley Hall

b. Students residing in a meal plan mandated residence hall may also select to change their meal plan to the 19 Meal Plan, Block 170 or the Block 140 Meal Plan within the first two (2) weeks of the current semester.

c. Students not residing in a meal mandated residence hall may select from any meal plans offered in the current semester.

2. Meal Plan Billing
   a. Charges for mandatory or voluntary participation in a meal plan are billed to the student’s account.
   b. Students selecting a meal plan in the Fall semester will automatically be enrolled for the same meal plan in the subsequent Spring Semester.

43. Meal Plan Usage
   a. Meals are not transferable to any other individual.
   b. All meals and Dining Dollars must be used by the end of each semester.
   c. Meals are non-refundable and must be consumed at the Blackburn Main Café or Bethune Annex Cafeteria.
   d. A valid Howard University ID Card must be presented to access meal plans.

44. Meal Plan cancellation and changes
   a. Students residing in meal plan mandated residence halls may not change to the 5 Meal Plan or cancel a meal plan selection.
   b. Meal plans cannot be changed or cancelled after the second week of classes of the current semester.
   c. Students requesting cancellation of a meal plan due to dietary restrictions or any other medical reasons are required to schedule an appointment with the meal plan coordinator. Students are required to produce medical proof of their medical condition. Approval for cancellations will be granted on a case by case basis.
   d. Cancellations and changes granted within the first 2 weeks of class after the semester begins will have pro-rated charges based on a per diem up to the day of cancellation. Cancellations requested after the first two weeks of class will follow the University Policy for refund of resident hall fees.
Dining Dollars Account Policies

45. Dining Dollars
   a. Dining Dollars is a prepaid account associated with the purchase of a meal plan.
   v. The Dining Dollars Account is a privilege and the university reserves the right to cancel and/or suspend the privilege to use the Dining Dollars Account at any time for disciplinary and/or administrative reason.
   vi. Funds are automatically activated based on the meal plan selected.
   b. Using the Bison One Card Dining Dollars Account
   vii. To utilize the Dining Dollars Account on the Bison One Card, students must present their Bison One Card to Howard University Dining Services locations as payment for products and services.
   viii. Dining Dollars are accepted at all on campus dining locations.
   ix. Dining Dollars are not accepted at on campus non-dining locations or off campus.
   x. You may not permit another person to use your Bison One Card for purchases.
   c. Dining Dollars Term
   xi. Dining Dollars are automatically added at the time of meal plan purchase.
   xii. If not used by the end of each semester, any unused Dining Dollars are forfeited.
   d. Transfers
   xiii. Funds in the Dining Dollars Account cannot be transferred to any other Bison One Card Account.
   e. Refunds/cancellations
   xiv. Dining Dollars deposits are non-refundable.

46. Liability/Dispute
   a. If your Bison One Card has been lost or stolen, report 24 X 7 on www.howard.edu\MyBisonID 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 Dining Dollars 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.

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

48. Applicable Law
   The laws and regulations of the District of Columbia and the federal government govern this agreement.

49. Sanctions
Violations of the meal plan policies will be forwarded to the Office for the Dean of Special Student Services to impose appropriate or applicable sanctions.