

FACULTY/STAFF ACCOUNTS – TERMS & CONDITIONS
Important Information Regarding the Use of Your VolCard, the Campus I.D. Card, at the
University of Tennessee

These Terms & Conditions apply to your current VolCard Agreement for the below listed accounts if applicable:

- AllStar Plan
- Dining Club – The Charge Plan (Payroll Deduction)

Use of the VolCard: You agree to use the VolCard for identification purposes only or for the purchase of or access to goods and services to which you are entitled as a University of Tennessee employee after having paid the appropriate fees for that term of study. No other person is permitted to use this card for purchases, identification, or for any other reason. The card and its rights and privileges are not transferable and are governed by all University of Tennessee rules and regulations. When requested, the card must be submitted to University of Tennessee Administration for identification or other investigative procedures.

Liability: You are responsible for all charges or transactions billed or accessed by the VolCard and any of the various accounts as part of the VolCard system.

Lost or stolen cards: You agree to notify the VolCard Office immediately at 974-3430 (24 hours/day 7 days/week) if your VolCard/ID is lost or stolen. You can report your VolCard lost or stolen on line at www.utk.edu/volcard. A replacement fee of \$30.00 will be charged. A police report listing your UTID as stolen will result in no charge to replace your stolen card. If you fail to notify the VolCard Office, you will be liable for the unauthorized charges to your accounts until notice is given.

Ownership of Cards: The VolCard remains the property of the University of Tennessee and is governed by all its rules and regulations. Upon termination from the University of Tennessee, the Card must be surrendered upon request. The University reserves the right to establish and/or change the credit limits of accounts accessed by this card at any time with or without cause and without giving you notice.

DINING CLUB ACCOUNT

Payments: Payment for all charges is processed through payroll deduction. You must notify the VolCard Office immediately of any changes in your billing address.

We may accept late payments, partial payments, or any payments marked as being payment in full or as being settlement of any dispute without losing any of our rights under this agreement or under the law. If we accept such payment, this does not mean we agree to change this agreement in any way.

You agree to be responsible for a reasonable attorney's fee and all collection costs incurred by the University of Tennessee or its Dining Services Contractor as a result of default or nonpayment of accounts. Said attorney's fee shall be not less than one-third (1/3) of the total amount due (principal plus interest). Additionally, you agree to authorize the University of Tennessee and its Dining Services Contractor to follow Collection Procedures provided by University of Tennessee Human Resources Policy.

Late Fees: We will send you an email each month of the amount to be deducted from your payroll account. If for any reason the payroll deduction is not processed, payment is due immediately. A monthly finance charge of 1.5% will be applied to unpaid balances of more than 30 days.

ALLSTAR ACCOUNT

Minimum Deposit of \$15.00 is required to open this account. It is not refundable, unless you are leaving the University.

Additional deposits of \$15.00 or more can be made to the account throughout the semester. (Transaction fee may be applied).

AllStar accounts may be cancelled at your request and a full refund of balance in the account less a \$15.00 service fee will be made.

If you terminate and your account remains inactive for 12 months, a service fee of the lesser of \$15.00 or the card balance will be incurred for closing the account on funds that are not paid with Financial Aid. The service fee will be no more than \$15.00. All funds remaining after the service fee will be transferred to the State of Tennessee as abandoned property after the due diligence effort has occurred.

GENERAL PROCEDURES AND POLICIES

The University does not assume any legal obligation to pay for the damage to items of personal property of employees which occurs in its buildings or on its grounds prior to, during or subsequent to the period of this agreement. Employees can carry appropriate insurance to cover such losses.

Execution of a VolCard Account application is not a commitment of employment to the University.

While this application is in effect, you will be required to meet all financial obligations under the terms of this agreement.