**MANE CARD AGREEMENT**

The Mane Card is an identification card for University of North Alabama (UNA) faculty, staff, guests and students. The Mane Card will provide the cardholder access to events, given the cardholder is currently enrolled or employed and has paid the appropriate fee(s). The Mane Card may be used to purchase products or services at location accepting the card as payment. The Mane Card must be presented at the time of purchase and shall be the only means of accessing the cardholder’s account. The Mane Card will be used as access to certain buildings and/or rooms that require permission to enter. These access privileges can be denied by UNA when necessary.

**GENERAL POLICIES**

1. The University of North Alabama (UNA) Mane Card is the property of UNA and must be returned to University officials upon request. Upon termination of employment, Faculty/Staff Mane Cards must be turned into the Mane Card Office.
2. The Mane Card is non-transferable. The use of another student’s Mane Card is a violation of the Student Code of Conduct. If it is determined that the holder of the Mane Card permitted another student to use their Mane Card, both parties will be in violation of the Student Code of Conduct.
3. In order to receive a Mane Card a student or employee must present a valid form of photo identification at the time of application (driver’s license, passport, etc.), and be currently enrolled or employed by UNA.

**COPY**

1. No hats (except for head coverings required for religious purposes) or foreign objects are allowed in photos.
2. There is no charge for an initial Mane Card.
3. A $5.00 fee will be charged to exchange a card due to name change, photo change, or card damage. A $10.00 fee will be charged for a lost or stolen card.
4. Each Mane Card is issued a unique card number. Once a new card has been issued, a previously issued card can never be re-activated. For security measures, no person may obtain or possess multiple Mane Cards. Patrons do not have the option of keeping the old card or claiming it as lost if it in fact is not.
5. Accounts:
	1. Lion Loot: UNA agrees to accept and hold for the benefit of the cardholder, and exclusively for the purposes described here, any funds deposited by the cardholder to an account maintained by UNA and referred to herein as *Lion Loot*. Funds deposited by the cardholder shall be applied against the amount in the cardholder’s account for purchasing of goods and services at point of sale accepting payment through us of *Lion Loot*. The cardholder understands and agrees that *Lion Loot is NOT* a credit card account, and under no circumstances may a purchase reduce the account balance below zero. Further, the cardholder understands and agrees that no interest or other earning shall be paid or applied to the cardholder or cardholder’s account by the University. The *Lion Loot* balance will carry over from one semester to the next. A student may request a refund of their *Lion Loot* balance, if it is over $1.00, when the student graduates or officially withdraws from UNA.
	2. Dining Dollars: All undergraduate, on-campus students, enrolled in 12 hours or more will participate in the mandatory Dining Dollar Program.  A $135 fee is charged to student accounts automatically when the 12 hour criteria are met for the Fall or Spring semester. Beginning the 2015/16 academic year, Dining Dollars are valid until July 31st of each academic year for any semester a student is actively enrolled. \*Dining Dollars can only be used for food or merchandise purchases.  *Merchant gift cards are not eligible for purchase with Dining Dollars.*
	3. Meals: Weekly Meals (all-you-can-eat) and block plans are served at Towers Dining Hall during specified meal periods. One meal per period can be used. Meals are non-transferable and may only be used by the meal plan participant.
	4. Scholar Dollars: internal account
6. Notification of lost/stolen cards should be made immediately to either [https://manestop.una.edu](https://manestop@una.edu) or to the Mane Card office (256-765-4924).
7. The account holder assumes all responsibility for use and/or purchases made by unauthorized persons using a lost/stolen card.
8. For lost/stolen One Cards, Listerhill Credit Union must be notified to deactivate the VISA debit portion. UNA will have no liability for fraudulent use or overdrafts arising from One Card transactions.
9. Documentation of Account Activity:
10. [*https://manestop.una.edu*](https://manestop@una.edu) An online site will allow the cardholder to view account balances, account history and allow the cardholder to report a lost card.
11. Request a receipt listing the remaining balances on their card at the time of purchase if the point of sale terminal is equipped to provide a receipt. Some locations, including copiers, laundry readers, printing stations and vending readers, are not capable of providing receipts.
12. The Mane Card office (during regular business hours) will provide a balance/statement to the cardholder if the request is made in person and with proper identification.
13. Regular statements will not be mailed to the student, but can be obtained online on Mane Stop site.

**Check ONE box:**

**The Mane Card**

*­­University ID*

The Mane Card serves as your ID for university events, access to Lion Loot, Dining Dollars, and more!

**The One Card/ VISA**

*University ID + Listerhill Account*

The One Card combines all of the benefits of the Mane Card with the added bonus of a Listerhill Credit Union checking account.

**SIGN HERE:**

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing, I acknowledge that I have read and understand the agreement.

If The One Card is chosen, terms and conditions of The One Card will be presented to the cardholder at the time of account opening.

 **FOR OFFICE USE ONLY:**

 Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

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