

Student ID Policy

A. Purpose

To enhance a more user-friendly environment for students, faculty, and staff by providing a high quality, single card system that allows efficient access to all card-related services throughout Western Texas College and to seek new and expanded uses of the card through improved, advanced technology.

B. Scope

This policy has a college-wide applicability.

C. Definition(s)

Terms are defined as needed within this document.

D. Procedure(s)

The Westerner Card is the official Western Texas College picture ID card. In addition to identifying the relationship with Western Texas College, the card provides access to campus events and activities, residence halls/other buildings, meal plans, and the library. Meal plans may only be used via the ID card or cash must be used to purchase a meal.

1. Who qualifies for a card?

a. Student

b. Faculty & Staff

Permanent employees of Western Texas College are entitled to a free Westerner Card as a condition of their employment.

c. Emeriti

Any individual that has been given an Emeriti status by Western Texas College is entitled to a free ID card as a courtesy of past employment.

d. College Board

Any member of the College Board is entitled to a free card.

2. Expiration of Westerner Card

ID Cards are valid while cardholder still has an active status with Western Texas College.

3. Procedure on ID Picture taking

For ID card pictures Western Texas College requires individuals to remove any items not worn as part of their daily appearance (i.e. prescription eyeglasses). The only exceptions are items worn for cultural and religious reasons. All bandannas, hats, sunglasses and/or visors, etc. are to be removed before picture is taken.

4. **Card Fee Structure:**

a. **Student's First Card**

The cost of the Westerner Card is included in the "General Use Fees". This includes the cost of the card and administrative cost associated with production.

b. **Students Replacement Cards**

A \$10 charge will be placed on the student's college account when a replacement ID card is issued. If payment is not received, student records are sealed by the Dean of Student Services offices. All payments must be submitted to the Business Office.

c. **Faculty/Staff/Others**

Faculty and Staff are entitled to a free replacement card.

d. **Free Replacement cards for cardholders**

- Extreme hardship cases - very rare; apartment fire for example
- If the card is not returned by the ATM during a transaction

5. **Responsibilities as a Cardholder**

a. **Deactivating or Reinstating your Westerner Card**

Students and other college cardholders do not have to surrender their cards upon discontinuing their employment/association with Western Texas College. We have an automatic privilege assignment/removal process to enable or disable the ID card. If the card has the banking option, disabling the card would not deactivate the banking feature of the card.

b. **Reporting a Lost/Stolen Card**

If the ID card is an ATM/Check Card, you should immediately call (866) 348-3435, 24 hours a day. The cardholder will be asked several token questions to confirm account transaction authority. The College provides replacement service of ID cards during operational hours (8AM – 4PM, M - F). The cards can be replaced at the ID Card office.

E. **Effective Date:**

Revised 02/2015

Make a Deposit

Online Deposits

Parents and/or students can transfer funds from an existing bank account using our ONLINE DEPOSITS web page www.westernercard.com

Payroll Direct Deposit

Present your routing and account numbers to your employer. Your routing number is 111302846. You can obtain your account number by calling 1-866-348-3435.

Guidelines for Handling Your ID Card

Your Westerner is a multi-functional card. It should be treated with care and steps can be taken to avoid damaging the cards functionality.

Please adhere to the following:

- Do not expose to direct sunlight
- Do not expose to extreme heat or open flame
- Do not expose to chemicals
- Do not machine wash
- Do not crimp, bend or twist card
- Do not re-laminate
- Do not immerse in liquids of any kind
- Do not puncture
- Do not hole-punch

If you damage your ID card, you do so at your own risk. If damaged, you will have to pay the replacement fee to have another ID card produced.

If your card is lost or stolen...

If you have lost your card, contact the Customer Service Center immediately at 1-866-348-3435 to prevent theft of the funds in your account. The sooner you report a lost or stolen card, you can reduce the liability of your loss and reduce the chance of losing your funds. You will also need to go to the ID Card office in the [Name] Student Services Center for a new card.

Library Card Info

Your Westerner Card has a barcode for library use. Make sure you present your Westerner Card at the library.

Financial Aid Disbursements

Your Westerner Card account will be the primary account for all Western Texas College student disbursements.

If you would like to designate a different account for your direct deposits, you may do so through Campus Connect.

Direct Deposit Designation

Student financial aid disbursements and all other refunds will be direct deposited to your optional [card name]Card account unless otherwise instructed by the student. To sign up for your refund to be deposited to a bank account other than your Westerner Card, go to Campus Connect ([link](#)), click on Designate Direct Deposit and follow instructions.