

Southwestern Baptist Theological Seminary
 Southwestern Gold Card Office
 PO Box 22157
 Fort Worth, Texas 76122
 Phone 817-923-1921, ext. 2105

Application for Southwestern Gold Card

Student Faculty Staff Dependent Retiree Guest Other

Name		Social Security Number		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address		City	State	Zip code	Phone (including area code)
Date of Birth		Drivers License Number	State	Department (if SWBTS employee)	
Organization (if NOT a SWBTS employee)		ID Verification <input type="checkbox"/> Mother's Maiden Name <input type="checkbox"/> Other			Sponsor (if dependent)
I acknowledge receipt of and agree to the terms and conditions of the Southwestern Gold Card agreement attached hereto. Signature			e-mail address		Date

FOR OFFICE USE ONLY	Gold Card Number	Date Input	Input by (initials)
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Cardholder Copy

SGC Form 1 – 2005

Benefits to Cardholder

What is the Southwestern Gold Card? Your Gold Card is your Southwestern Seminary identification card, activity card, access card, dining card, library card, copy card, and a debit card.

ID Card

Your Southwestern Gold Card will identify you as a student, faculty, staff, dependent, guest, retiree or other approved designation of Southwestern Baptist Theological Seminary.

Activity/Access Card

Your Gold Card will be used as your activity or access card. It is required in order for you to have access to student activities, events, the Recreation Aerobics Center, Roberts Library Services, Computer Learning Center and other services provided by Southwestern. It will identify you as a current student, faculty, staff or dependent eligible for designated services and use of facilities.

Debit Card

Your Gold Card may be used as a debit card at Wild Bill's Café, Informal Dining Room, Business Office, Roberts Library, Recreation Aerobics Center, and at vending machines and copy machines on campus.

Resident Hall Access

Card access to the residence halls is foreseen and will become available as soon as possible.

Southwestern Baptist Theological Seminary agrees to accept and hold for the benefit of the cardholder, and exclusively for the purposes described herein, any funds deposited by the cardholder to an account maintained by the Seminary and referred to herein as the 'Southwestern Gold Card Account'. Funds deposited by the cardholder shall be applied against amounts debited to the cardholder's account for goods and services purchased at points of sale accepting payment through the use of the Southwestern Gold Card Account.

THE CARDHOLDER UNDERSTANDS AND AGREES THAT THE SOUTHWESTERN GOLD CARD ACCOUNT IS NOT A CREDIT CARD ACCOUNT, AND UNDER NO CIRCUMSTANCES MAY DEBITS OR CHARGES REDUCE THE ACCOUNT BALANCE TO ZERO. FURTHER, THE CARDHOLDER UNDERSTANDS THAT THE SOUTHWESTERN GOLD CARD ACCOUNT MAY NOT BE USED TO OBTAIN CASH OR CASH ADVANCES UNDER ANY CIRCUMSTANCES.

The cardholder understands and agrees that no interest or other earnings shall be paid or applied to the cardholder or cardholder's account by the Seminary.

The cardholder further agrees to the following terms and conditions:

TERMS AND CONDITIONS

SOUTHWESTERN GOLD CARDHOLDER PRIVILEGES

ID Card

The Southwestern Gold Card replaces the identification card previously provided by the Registrar's Office, and is your required ID card. Since it is your personal Southwestern Seminary identification card, it should be readily available at all times to present to Seminary officials who may request verification.

Activity Card

The Southwestern Gold Card will provide the cardholder access to certain activities on campus, i.e., Recreational and Aerobics Center, Roberts Library, Computer Learning Center, etc., if the cardholder is eligible for those privileges. Access to the RAC may require a membership fee for some cardholders, such as faculty, staff, dependents and guests.

Debit Card

The Southwestern Gold Card may be used to purchase products or services at locations accepting the card as payment, **provided funds have been deposited and are available in the Southwestern Gold Card Account.** Your Southwestern Gold Card is **not** a credit card. You must deposit funds into your account before you can use the card to purchase items at locations on campus which take the Southwestern Gold Card. Deposits may be made at the Southwestern Gold Card Office, business office, Recreation Aerobics Center, and the web at <http://goldcard.swbts.edu>.

Residence Hall Access (when it becomes available)

Southwestern Gold cardholders who are residents of campus residence halls equipped with outside door readers will have access to their residence halls twenty-four (24) hours a day. Cardholders may not allow anyone else to use their cards, nor may unauthorized and/or unknown persons be allowed to follow the resident into the residence hall (tailgating). Knowingly permitting unauthorized and/or unknown persons to enter a hall through the use of your card may result in disciplinary and/or legal action for all parties involved.

Lost or Stolen Cards

Lost, stolen or damaged cards should be reported immediately upon discovery of loss or damage. Notification should be made to the Southwestern Gold Card Office (817-923-1921 ext.2105) during normal business hours, at night or on weekends to Campus Security (817-923-1921 ext. 2290) or via the Gold Card website. If possible, notification should be made in person so that a temporary card (good for two working days), allowing use of the cardholder's privileges, may be issued.

Cardholder's Liability for Unauthorized Use

The account holder (cardholder named on the card) assumes all responsibility for use and/or purchases made by unauthorized persons using a lost or stolen card until the loss has been reported to the appropriate office. The missing card will be deactivated immediately upon notification of its loss. Deactivation can also be done on-line at <http://goldcard.swbts.edu>.

Replacement of Lost, Stolen or Damaged Cards

A fee of \$10 will be charged to replace lost, stolen or damaged cards. Replacement cards may be obtained in the Southwestern Gold Card Office, Naylor Student Center Front Desk, during normal business hours.

Account Statements

Account statements can be obtained on-line at <http://goldcard.swbts.edu>.

Account Life Expectancy

Your Southwestern Gold Card will remain active and all assigned privileges continue as long as you are enrolled in classes at SWBTS or are employed by the Seminary or College. The debit privilege will remain active unless there is no account activity for one year (365 days), at which time the card will be deactivated and any funds remaining in the account will be forfeited to the Seminary.

Refund Policies

Account Balances

Refund of an account balance will be made only upon written request. Refunds may be requested upon withdrawal or graduation from the Seminary or College or upon termination of employment. No refund of a balance of less than \$10 will be made, and no partial refunds or cash advances from a Southwestern Gold Card account will be allowed. Refunds will be mailed to the permanent address on file with the Seminary. Please allow thirty (30) days for processing of refunds.

Purchase Refunds

Goods purchased and debited to the Southwestern Gold Card Account may be returned pursuant to the return policies of the location where the purchase was made. The cardholder's account will be credited with the refund amount. No cash refunds or withdrawals may be made to the cardholder.

Error Resolution

If you feel there has been an error on your account, notify the Southwestern Gold Card Office at the address or phone number shown below, within sixty (60) days from the date of the transaction in question. In order to resolve a problem, we will need the following information:

- a. Name and ID number (social security number if seven digit card number is not known).
- b. Description of the error or transaction in question, and a clear explanation of why you believe there is an error.
- c. Dollar amount of the transaction in question.
- d. Phone number where you can be contacted during normal business hours.
- e. A mailing address at which we may contact you, or respond to your request for error resolution.

In addition to a verbal notification, you may be requested to provide a written explanation of your problem within ten (10) business days. The Southwestern Gold Card Office will investigate your request and contact you within ten (10) days of your notice. Confirmed errors will be promptly corrected.

NOTICE

Unauthorized access of a Southwestern Gold Card account, or unauthorized use or possession of a Southwestern gold Card, is a criminal offense and will be prosecuted to the full extent of the law and/or through the seminary disciplinary process, if applicable.

Address all correspondence, problems, concerns and requests for refund to:
Southwestern Baptist Theological Seminary
Southwestern Gold Card Office
SWBTS PO Box 22157
Fort Worth, Texas 76122
Phone 817-923-1921 ext.2105