

TRU Campus Card Cardholder agreement

A Thompson Rivers University (TRU) identification card (TRU Campus Card) is a privilege given to you as a member of the TRU community under the following conditions and regulations of use. As you read this Agreement, remember that the words "you" and "your" mean the person named on the TRU Campus Card.

To obtain your TRU Campus Card you will need your TRU identification number (TID) and one piece of government issued photo identification. Acceptable identification includes:

- Passport
- Driver's licence (we must be able to identify date of birth, name & photo)
- BCID
- Certificate of Indian Status (with photo)
- Federal government employee ID (with photo)
- Provincial government employee ID (with photo)
- Municipal government employee ID (with photo)

Your relationship to TRU determines your card type and associated privileges. Fees may apply.

Your TRU Campus Card:

- is the property of Thompson Rivers University
- is non-transferable
- may be confiscated if found in the possession of anyone other than you or if used in a fraudulent manner
- may be confiscated by BC Transit if courses associated to the U-Pass fee are dropped and card is used
- is to be used solely for the purposes that it was issued
- may be cancelled or revoked by TRU at any time and must be returned to the Division of Student Services upon request
- must be provided when requested by TRU administration and security personnel

Cardholder name

Your name will appear on the card exactly as it appears in the TRU administration system. A replacement fee may apply to cards updated for legal name change purposes.

Cardholder photo

A key requirement of your TRU Campus Card is that the photo clearly identifies the cardholder.

A picture is mandatory in order to receive a card.

The photo will be:

- a clear full front view of your face
- free from any non-prescription glasses
- free from all non-religious headwear as shown in a piece of your government issued photo id
- a presentation of you in clothing that does not resemble nor is a uniform

Lost, stolen or confiscated cards

If your TRU Campus Card is lost or stolen it is your responsibility to notify the Division of Student Services immediately. Until such notification has been received, you will be responsible for all use of your card, whether or not such use is authorized by you. Recovered cards are returned to the Division of Student Services, and cardholders will be notified.

Each TRU Campus Card holder is allowed one active card and upon replacement, all replaced cards will be blocked. The cost to replace a lost or stolen card is **\$15.00 (cash, debit, Visa or Mastercard accepted)**.

BC Transit has the right to confiscate a card if a person is:

- using a card that has been blocked
- using a card that is issued to another individual
- using a card after the courses associated with the U-PASS fee have been dropped

Failure to comply with the [BC Transit Act](#) may entitle the participating authorities to revoke your ridership privileges.

- Your U-PASS is non-transferable and the participating transit authorities have the right to verify the validity of your pass
- Use of the U-PASS is subject to your compliance with the rules, regulations, policies and bylaws of the participating transit authorities

The University levies the following replacement fees for cards that have been confiscated:

- **\$30.00 (1st offence)**
- **\$60.00 (2nd offence)**
- **\$60.00 (3rd offence; card replaced without the U-PASS privileges)**

Card care

Do not punch holes in your ID card or use it for unintended purposes. Doing so will make your card invalid. A card replacement fee of **\$15.00** will apply.

Freedom of Information and Protection of Privacy (FOIPP)

The TRU Campus Card distribution office creates and collects information under the authority of part 3 - division 1 sections 26 & 27 of BC's Freedom of Information and Protection of Privacy Act (FOIPP) for the purposes of producing the official personal identification card for Thompson Rivers University and for administering all services associated with the card.

Information that is gathered for the above purposes will be protected and used in compliance with FOIPP. Individuals who are obtaining a photo identification card acknowledge the above and consent to the collection of personal information, including the digital images used to produce the card. Your digital photograph will be printed on the front of your TRU Campus Card and this photo will be stored in the University database. All photos used for the TRU Campus Card, including those submitted by you, are Thompson Rivers University property and may be shared with University faculties, services, staff and Campus Card service providers to identify you as a TRU community member.

Furthermore, the information gathered for the purposes of the U-PASS Program may be disclosed to the transit authorities participating in the U-PASS Program under the authority of FOIPP.

Questions regarding this privacy notice can be sent to the Privacy Office:

- By email at privacy@tru.ca
- By post at TRU Privacy Office, 3rd Floor Clocktower Building, 900 McGill Rd. Kamloops, BC V2C 0C8
- By phone please call 250-828-5012

Changes to the agreement

TRU has the right to amend this cardholder agreement by posting such amendments on the TRU Campus Card website (tru.ca/campuscard), and from the time of such posting or display, you shall be bound by such amendments.

Cardholder consent

By accepting a TRU Campus Card, you are agreeing to the terms and conditions within this cardholder's agreement.