



# UniCard Agreement

HPU ID Number @ \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Please check ONE:**

- Student
- Faculty
- Staff

**Please check card type:**

- Initial Card
- Replacement

## Terms and Conditions

The HPU UniCard is issued to you when you first enroll as a student at Hawai'i Pacific University or upon employment. It is your official identification card and is valid as long as you are an enrolled student or employed at the University.

**Your HPU UniCard serves the following purposes:**

**Identification Card (HPU UniCard) Checks:** All students of Hawai'i Pacific University are required to obtain, carry, and update an issued University identification card. The HPU UniCard is the official identification card of HPU. To ensure the safety of our students, faculty, and staff, a campus security officer or University official may ask to see your current ID, and your University identification card must be presented and/or surrendered. The card should have the current term sticker attached. Refusal to present a current issued University identification card may result in denial of access to the campus. Unauthorized use may warrant confiscation and/or disciplinary action through the Code of Student Conduct. Hawai'i Pacific University has the right to prosecute any unauthorized person(s) who trespass or loiter on University property.

**Library Card:** The bar code on your HPU UniCard serves as your library access. Once you obtain your HPU UniCard, you may use your HPU UniCard to borrow books and other materials at the HPU libraries. Be sure your HPU UniCard has the current semester sticker applied to the back of your card.

**Lost or stolen cards:** Lost or stolen cards should be immediately deactivated by calling the HPU Security Office at (808) 544-1400. The University is not liable for lost or stolen cards. The card holder will be responsible for unauthorized transactions resulting from the loss or theft of his/her card. If a replacement card has been issued and you find your previous card, you cannot reactivate it. Damaged or mutilated cards must be surrendered at time of replacement.

**Safeguards:** The HPU UniCard should not be defaced, (e.g., holes punched or other alterations made). The HPU UniCard has a microchip embedded within the card itself. This chip allows for physical access into approved locations on campus. Drilling or punching a hole in the HPU UniCard will compromise the card's ability to work properly in various ways. It is also recommended that your HPU UniCard not be kept in close proximity of magnetic devices at any time. Please do not affix stickers or make any other modifications to your HPU UniCard. Exceptions include: TheBus pass, semester and residence hall stickers placed by University staff. Individuals requesting replacement cards will incur a replacement charge of \$25.00. This charge will apply to all replacements after the initial card issued by HPU.

**Confidentiality:** Your account and personal information will be kept strictly confidential by Hawai'i Pacific University. Outside parties will not be privileged to any information about you or your account unless your express consent is received, or we are asked to comply with a government agency or a court order.

**Regulations:**

1. Rights and privileges associated with the card are contingent on active status as a student, faculty, or staff member.
2. All active students, staff, and faculty should only have one active HPU UniCard at a time. This includes staff/faculty who are also students.
3. HPU UniCard should be carried at all times and presented to an HPU official upon request.
4. HPU UniCard Cardholder will have responsibility for reporting and replacing lost, stolen, or damaged cards within 48 hours.
5. HPU UniCard Cardholder is issued the first card at no charge. Subsequent cards issued to the same cardholder due to loss, theft, damage or name change will be considered replacement cards and are subject to a fee of \$25.00.
6. UniCard Cardholders will not be allowed to wear any article of clothing such as caps, scarves, masks, etc. or eyewear that, in the judgment of the university staff, will obscure their physical features when their photograph is taken for the HPU UniCard. Any exceptions to the above will be made on a case-by-case basis.

**Disclaimers:** HPU is not liable for financial loss or criminal repercussions associated with lost, stolen, damaged, or fraudulently used cards. The HPU UniCard remains the property of Hawai'i Pacific University at all times and the University governs all uses of the HPU UniCard. The HPU UniCard is not transferable; only the person pictured on the front of the HPU UniCard will be allowed to use the card. Unauthorized use, sharing, alteration or duplication for any purpose will result in immediate confiscation of the card and may result in disciplinary or legal action.

**There are no expiration dates shown on the HPU UniCard. If you do not register for 12 months, your account will be deleted from the HPU ID system.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Office USE ONLY:</b>	
ID Type:	
TSAAREV:	
Initials:	Date:

500 Ala Moana Blvd, Suite 5A, Honolulu, Hawai'i 96813  
Phone: (808) 544-0239 Fax: (808) 544-1168 Email: [unicard@hpu.edu](mailto:unicard@hpu.edu)

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