

OwlCard Policies

1. The OwlCard is the property of The Associated Students of Foothill College and entitles the student to access and service privileges as long as student body fees are current. Certain access and privileges may be denied if fees are delinquent or otherwise not current.
2. The initial OwlCard is free with the payment of the quarterly student body fees. Replacement cards are subject to the existing Card Policies and are subject to a fee. In order to avoid the replacement fee, students are encouraged to retain the card for future use when not continuously enrolled or when leaving campus for the summer.
3. The OwlCard expires four (4) years from date of issuance. The expiration date is printed on the front of the card. When the card expires, the student is required to obtain a new card. The replacement fee is not charged, however, the student must return the expired card and be current on all student body fees to receive a new card.
4. The OwlCard will serve as an official ID card for access at numerous labs and the library as well as events and services on campus. Therefore, the card should be carried at all times while you are on campus and at campus-sponsored events.
5. The OwlCard shall not be transferred, altered or tampered with in any way, except as authorized by Foothill College officials. Strict penalties may apply for unauthorized actions.
6. Campus departments may not hold the OwlCard for any reason, with the exception of the Campus Police if such is required in the performance of their duties. Recovered cards should be returned to the ASFC Smart Shop immediately.
7. If your OwlCard is lost, stolen or damaged, report it immediately to the ASFC Smart Shop.
8. **The OwlCard should be treated as cash and kept secured at all times.** Students are advised not to give their card to anyone at any time. Only purchases over \$25 are protected by a pin number. The maximum amount of dollars that can be placed on the electronic cash purse is \$99.

Replacement Fee

9. **The replacement fee is \$25.00.** If your OwlCard is stolen off-campus, the replacement fee will be waived if a Police Report on the incident is provided to the ASFC Smart Shop.

Refund

10. **The OwlCard should be treated as cash and kept secure at all times.** Students are advised not to give their card to anyone at any time. If the card is lost or stolen, the money on the electronic cash purse cannot be refunded.

11. If a card is found/returned subsequent to the reissuance of a new card, funds that can be verified to be on the electronic cash purse can be transferred to the new card.

ASFC Smart Shop: Foothill Campus (650) 949-7551
Middlefield Campus (650) 949-6958