

University Center – Sioux Falls
Policy for Reconciling UC Green Balances

The following will be used for UC Green balances with no activity:

1. Students, faculty and staff no longer associated with the University Center – Sioux Falls who have a remaining UC Green balance under \$10 will have all funds removed from their account.
2. Students, faculty and staff no longer associated with the University Center – Sioux Falls who have a remaining UC Green balance of \$10 or more will be assessed a \$5 monthly service fee until their account reaches a balance under \$10. At this time, all remaining funds will be removed from their account.
3. As of July 1 of each fiscal year, students enrolled in classes or faculty and staff employed at the University Center – Sioux Falls who have a UC Green balance under \$10, but have not used their account in over a year, will have all funds removed from their account.
4. As of July 1 of each fiscal year, students enrolled in classes or faculty and staff employed at the University Center – Sioux Falls who have a UC Green balance of \$10 or more, but have not used their account in over a year, will be assessed a \$5 monthly service fee until their account reaches a balance under \$10. At this time, all remaining funds will be removed from their account.

The following will be used for negative UC Green balances caused by offline transactions:

1. Individual will be emailed notification of the offline transaction and the balance due to the University Center. They will be given 15 days to correct the deficit balance.
2. After 15 days, any remaining negative balance will be billed to the student, faculty or staff and a hold will be put on the card until the balance is paid. If the balance is not paid within 30 days, it will be added to the student's university account or withheld from employee's pay.
3. Balances over 30 days old are subject to the BOR's late charge policy. The late charge policy is:

\$0-\$50	\$0
\$50.01-\$750	\$10
\$750.01-\$1500	\$30
\$1500.01-\$4000	\$50
\$4000.01-\$7000	\$75
over \$7000	\$100