



## **AUM Card Policy**

All AUM cards are to be presented as identification on campus for in-person services as well as technological services including but not limited to printing, library and other campus card-related services.

Each AUM faculty, staff and student receive their own card once they begin employment or are enrolled in the University and are given instructions on how to use the card by IT and Admissions' staff.

All AUM faculty, staff and students are assigned an AUM ID number which is displayed on the card. Every AUM card has a digital photograph of the card holder's face which is stored in the AUM card database and the current student information system (SIS) database.

### **Responsibilities:**

Each AUM card holder has the responsibility of taking care of their card and should not share it with third parties. Lending it to a third party would be in breach of the Student Conduct Code which is applicable to all students and AUM Personnel Regulations which are applicable to all employees.

**Lost Cards:** If the card is lost, stolen or damaged, the card holder must report it to the Admissions Office in Room 211. A replacement card will be issued at a cost of 20 EUR.

**Library:** The AUM card can be used with the printer and the self-check machine that are situated in the Library for printing/copying and borrowing/returning books respectively.

Library users requesting services in person at the Information Desk will need to present their AUM card to Library staff for identification.

### **Printing Costs for AUM Students:**

All AUM cards for students are preloaded with 20 EUR for printing/copying. Itemized costs for printing and number of copies are referenced below. Costs reflect market prices and the University will not make a profit from this operation. The University has the right to increase Printing/Copying costs to reflect market prices.

B\W A4 one side = 5 cents	= 400 copies
B\W A4 two side= 7 cents	= 285 Copies
Color A4 one side = 10 cents	= 200 Copies
Color A4 two sides = 15 cents	= 100 Copies
B\W A3 one side = 20 cents	= 100 Copies
B\W A3 two side= 25 cents	= 80 Copies
Color A3 one side = 30 cents	= 66 Copies
Color A3 two sides = 30 cents	= 66 Copies

## Printing Top Up for Students

When students run out of credit on their AUM cards, they can have it topped up by contacting the Finance Office. Finance staff will issue the appropriate form that the student will complete and submit along with the requested top up amount. Finance staff will then sign the form and send a scanned copy by email to IT, who will top up the card with the amount paid by the student.

### AUM Card Form:

PRINT NAME: \_\_\_\_\_

AUM ID Number: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### AUM Card Printing Top Up Form for Students

STUDENT NAME: \_\_\_\_\_

AUM ID Number: \_\_\_\_\_

Requested Amount to be re charged: \_\_\_\_\_

Amount in words: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Finance Office Receiver: \_\_\_\_\_ Signature:  
\_\_\_\_\_