

**Return Form To:**  
The DukeCard Office  
100 West Union Building  
Box 90911  
Durham, NC 27708-0911



**Questions?**  
Contact us by:  
Telephone: 919-684-5800  
Fax: 919-681-7075  
E-mail: DukeCard@duke.edu

## DukeCard Request Form

**Why wait in line to have your DukeCard made? Simply complete this form, attach a passport photo and mail it to the address listed above. We'll have your card ready for you to pick up when you arrive on campus! Deadline: August 1, 2009.**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

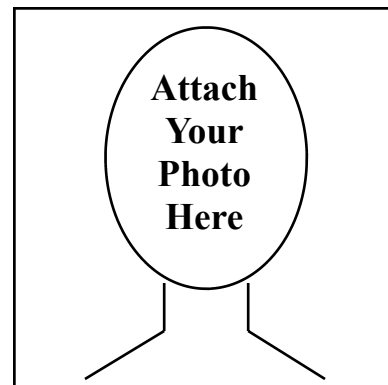
Student ID #

Home Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

NetID: \_\_\_\_\_

Signature: \_\_\_\_\_

See the back of this form for photo requirements. Do not staple, tape, clip or glue to form.



I certify that the information provided above is correct and that the enclosed photo is a true likeness of me. I understand that this photograph may become part of my student record and can be used by Duke University for official purposes.

## Flexible Spending Account Authorization

**Your DukeCard may be used as a pre-paid debit card to pay for meals at the Fox Student Center at Fuqua and for purchases made from vending machines, photocopiers and locations such as the campus bookstore. Simply initial "Yes" below and sign and date the form to add this feature to your DukeCard. Visit <http://dukecard.duke.edu> for more information about FLEX and for instructions on how to add funds to your account.**

Please **initial** the appropriate line below and sign and date the form:

\_\_\_\_\_ Yes, please establish a Flexible Spending Account for me. I have read the contractual information stated on the reverse side of this form and accept the terms and conditions as set forth (signature required below).

\_\_\_\_\_ No, I do not wish to add the Flexible Spending Account feature at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

School: Law School Card Print Date: \_\_\_\_\_ Time: \_\_\_\_\_ Operator: \_\_\_\_\_

## Passport Photo Requirements

Your passport photo must be:

- 2x2 inches in size
- Taken within the past 6 months, showing current appearance
- Color
- Full face, front view - no profile shots
- Plain white or off-white background
- Image from top of head to bottom of chin must be at least 1" in height.
- Cardholder must be the only person in the picture



All hats or headgear should be removed for the photo. No item or attire should cover or otherwise obscure any part of the face. Eyeglasses worn on a daily basis should be worn for the photo. There should be no reflections from the eyeglasses that obscure the eyes.

Dark glasses or nonprescription glasses with tinted lenses are not acceptable unless needed for medical reasons. A medical certificate may be required.

Only original photographs are acceptable. Copied or digitally scanned photos of photos will not be accepted. In addition, photos must not be retouched to alter the cardholder's appearance in any way.

\*\*\* For locations to get a passport photo check your local yellow pages or visit <http://iafdb.travel.state.gov/> \*\*\*

## **Flexible Spending Account** TERMS AND CONDITIONS

1. This contract is executed between the individual named on the front of this page (the participant) and Duke University (the University) through Duke University Auxiliary Services. This contract pertains to the creation of a DukeCard Flexible Spending Account (FLEX Account) which is an option available to students, employees, faculty and staff of Duke University and other individuals designated by the University. This contract is administered for Auxiliary Services by the DukeCard Office.

2. The term of this contract begins when this contract is received by the DukeCard Office and ends when the participant graduates or withdraws from the University (students), terminates employment (faculty/staff/employees) or the participant's DukeCard expires (other individuals).

3. A FLEX Account will not be activated until payment is received by the DukeCard Office or funds are deposited at a DukeCard Value Transfer Station. Additional deposits may be made in any amount and at any time by completing the necessary forms and making payment to the DukeCard Office. The participant may also add funds using specific denominations of currency at any DukeCard Value Transfer Station.

4. The participant's DukeCard will be the access device for the FLEX Account. The card or card number plus personal identification number (PIN) must be presented at the time of purchase and shall be the only means of accessing the participant's account.

5. The FLEX Account is automatically closed at the end of this contract. However, the participant may request, in writing to the DukeCard Office, that the account be closed at any time. The DukeCard Office reserves the right to charge a service fee or close any FLEX Account that has been inactive for a period of twelve (12) months. Refunds on closed accounts will be made at the full value of the unused balance, except no refunds will be made for balances less than \$1.00. Refunds for students will be credited to the participant's Bursar's Account; refunds for all others will be mailed to the last known address. All debts on the participant's Bursar's Account must be satisfied prior to a check being processed for a refund. Any negative FLEX Account balances will be charged to the participant's Bursar's Account (students) or billed directly to the participant.

6. This account is non-transferable. Additional identification may be required to ensure that only the participant uses the account. The participant may be required to sign a receipt for goods or services.

7. Duke University reserves the right to determine hours of operations and pricing for the goods and services available for purchase with this account.

8. Should the participant's identification number change after execution of this contract, he/she must notify the Registrar's Office (students) or the DukeCard Office as soon as possible. Should the participant's DukeCard be lost, stolen, or damaged, this fact should be reported to the DukeCard Office immediately. A fee will be charged for replacement of lost, stolen or damaged cards. The address and telephone number for the DukeCard Office are as follows:

### The DukeCard Office

#### West Campus

100 West Union  
Box 90911  
Durham, NC 27708  
Tel: 919-684-5800

#### Medical Center

0100 Facilities Center  
Box 90644  
Durham, NC 27708  
Tel: 919-684-2273

email: [DukeCard@duke.edu](mailto:DukeCard@duke.edu)  
<http://dukeCard.duke.edu>

9. This contract should be returned to the DukeCard Office at the one of the above addresses.

(5/2005)