



This form must be completed for every TrojanCard that is reported lost/stolen damaged.

(Please Print)

Date: _____ Time Reported: _____ Lost Stolen Damaged

(Verify Student Identification with some type of Id and/ or their TrojanCard picture)

First Name M. Init. Last Name

VSU ID #: _____ Local Telephone # () _____ - _____

VSU 1Card Replacement Terms and Conditions

The following terms and conditions apply whenever a replacement TrojanCard is issued

- If an old/deactivated card is returned to the TrojanCard Office, there will be a \$10.00 fee to **print** a new card, because due to suffix change old cards cannot be reactivated.
- The replacement fee for a lost card is \$25.00.
- The replacement fee for a damaged card is \$10.00, if the complete card is returned.
- **The Exception:** In extenuating circumstances (with the TrojanCard Manager’s Authorization only), a card may be issued temporarily. This is only done to give the student a chance to obtain required funds **or** to have their original card mailed from home (**the period will not exceed 3 business days**). Any applicable fees must be paid on or before the extension deadline for reactivation.

I understand and agree with the Terms and Conditions as outlined above.

Signature Date

(For Office Use Only)

_____ Lost Card (\$25.00) _____ Damaged/Deactivated Card (\$10.00)

Replacement Card Issued By: _____

Fee Waived By: _____ Reason: _____

Revised on 01/05/15

NOTE: ALL SALES ARE FINAL!!!