

The BU Terrier Card is the official ID card for students and staff. It is used for building access, borrowing privileges at BU libraries, and purchasing at various on-campus dining facilities and the Barnes & Noble at 910 Commonwealth Ave.

The Terrier Card identifies each student as a member of the BUA community, and should be brought to school each day as it is also needed to access the building's swipe-card security system. New students will receive a card at no cost; beyond that a \$40 fee will be charged in order to issue a replacement card. For security reasons, students should notify the BUA front desk immediately if they believe they have lost or misplaced their Terrier Card.



Terrier Card FAQs

- Q. When will new students receive their Terrier Cards?
- A. Cards will be issued during BUA Orientation and on the first day of school.
- Q. Can I punch a hole in the card for safe keeping on a keyring?
- A. No, punching a hole will damage the card and may make it inoperable. A \$40 fee will be assessed for the replacement of an altered card.
- Q. How can students make purchases with their Terrier Card?
- A. Students must purchase Convenience Points in order to use their Terrier Card like a bank debit card.
- Q. How can I add Convenience Points to my child's Terrier Card?
- A. Families can purchase Convenience Points through their Smart Tuition account by clicking on 'Purchase Optional Items' from the main navigation menu. Please allow 2-3 business days for the funds to be transferred to the student's Terrier Card and available for use.
- Q. How can I view the balance or spending history of my child's Convenience Points?
- A. Convenience Points balances are visible through the Terrier Card Center via Student Link or http://laundry-web.bu.edu. Please be aware that a student's BU Kerberos credentials are needed to access the site.
- Q. What if my child needs a replacement Terrier Card?
- A. Students should notify the front desk immediately if they need a replacement Terrier Card as it is used to access the BUA building's swipe-card security system. Families will also need to pay the \$40 Convenience Points Replacement Fee through their Smart Tuition account. Any unused Convenience Points will be transferred to the replacement card thus automatically invalidating the old card.

Instructions for Purchasing Convenience Points via SMART Tuition

SMART TUITION Financial Solutions for Schools and Parents*	PURCHASE OPTIONAL ITEMS	REVIEW MY BILL	PAY MY BILL EDIT MY PROFILE CONTACT US
REVIEW MY BILL		1.1	3
	Boston University Academy	(—	

- 1) Log into your family's SMART Tuition account. Select 'Purchase Optional items' from the top navigation bar.
- 2) Select the student(s) name from the dropdown list. Click 'Go'.

WHA	T CAN I DO?	1 Select Student 2	Smart Cart 3 P	Payment Complete 4	Confirmation
▶ Rev	chase Optional Items iew My Bill	Select Student(s)	• 60		Family ID: 1384917000007
 ▶ Pay My Bill ▶ Edit My Profile ▶ Contact Us 	My Profile	Please note that the item(s) you are about to selec	t will be applied to the c	urrent month.

3) Choose the item(s) you will like to purchase. Click 'Save'.

 Purchase Optional Items Review My Bill Pay My Bill 		1 student(s) selected	•	60			Famil	y ID: 13849180000
 Edit My Profile Contact Us 		Student Name		Billing Item	Qu	lant	ity	Amount
	1	REILLY SNOW (10)		Convenience Points (\$100)	-	0	+	\$ 0.00
				Convenience Points (\$25)	2	0	+	\$ 0.00
				Convenience Points (Incidentals Grant)	*	0	+	\$ 0.00
				Replacement Card Fee	-	0	+	\$ 0.00

4) Review the transaction and the agreement page. Click on 'AGREE' to process the transaction and to view your confirmation.

	Convenience Points (\$100)
Fee Description	Convenience Points will remain in effect as long as your student is officially registered at Boston University Academy. Any balance of Convenience Points will be carried over from one academic year to the next.
	Please be aware that the Smart Tuition system will not issue a refund for this purchase; however, your family does have the ability to request a refund from Boston University Academy at the end of an academic year. The University will refund, in full, any unused Convenience Points balance that is \$5 or greater. The full Terms & Conditions are available at http://www.bu.edu/housing/dining/convenience/terms/.
	I have read the description of this item and agree to purchase.
	I understand that all purchases are final and non-refundable.

It may take 2-3 business days from the date of purchase for Convenience Points payments to be applied to a student's Terrier Card. Students can check their Terrier Card balance through the Terrier Card Center via Student Link or <u>http://laundry-web.bu.edu</u>. Please be aware that a student's BU Kerberos credentials are needed to access the site.

5) Families wishing to access incidental grant funds for the purchase of Convenience Points should select Convenience Points (Incidentals Grant) from the "Billing Item" list and "Mail-in Payment Information" as the payment method. An offsetting credit will be applied to your account once the BUA Business Office has verified that you have the necessary funds remaining.

Instructions for Viewing Convenience Points Spending History & Balance

1.	Go to <u>http://laundry-web.bu.edu/</u>	Boston University Student L <i>i</i> nk				
	Kerberos account credentials needed	Academics Money Matters Persona Food & Shelter				
	The Terrier Card Center is also accessible through BU Student Link	My Housing Convenience Points Information Convenience Points Purchase Dining Plan Options Add or Change your Dining Plan Current Balance - Meals & Points Terrier Card Center Off Campus Housing MicroFridge [®] , TV & Safe Rental Laundry Web				
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The balance on the card is visible in the *My Plans* section in the middle of the page.
 Use the buttons in the Terrier Card Center to 'Report Lost/Found Card' or to 'View Spending History'

oston University Terrier Card Ce	nter & LaundryWeb		settings log out
LaundryW	ebo	Terr	rier Card Center 💿
Find a Machine V	iew Saved Locations	Report Lost/	/Found Card View Spending History
Saved Laundry Rooms	My Plans		Spending History
You have not saved any	ACCOUNT	BALANCE	No spending history available
locations.	C-BU Academy	\$120.93	
			View full history