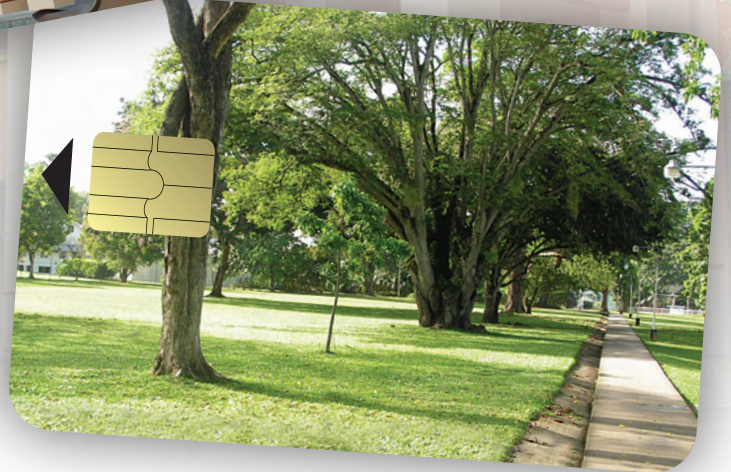




UWI

ST. AUGUSTINE  
CAMPUS



# THE NEW UWI ID CARD

# POLICY

# The NEW UWI ID Card **POLICY**

## 1. PURPOSE

This policy seeks to provide a framework for the issuance and governance of the UWI ID at the UWI, St. Augustine Campus. The rules and regulations outlined herein are the official policies of the University and the responsibility of each cardholder is to know these rules and regulations regarding the issuance, use, and return of the new UWI ID Card.

## 2. SCOPE

- a. This policy applies to all organization's students, employees, alumni, management, contractors, student interns, and volunteers.
- b. This policy describes the organization's objectives and policies regarding use and maintenance of UWI ID Cards.

## 3. REFERENCES

The University's and the St. Augustine Campus' policies, procedures, and statements that affect the issuance, use, maintenance, and return of UWI ID Card.

- a. **FINANCIAL CLEARANCE** – Students will only be issued with the UWI ID Card after they have received financial clearance from the bursary.
- b. **EMPLOYMENT WITH THE UNIVERSITY** – Staff members must surrender their UWI ID Card upon termination of employment with the University.

## 4. TERMS & DEFINITIONS

### **STUDENT**

Refers to all registered and financially-cleared students, both full-time, part-time and evening who are required to be on campus for the duration of their studies.

### **STAFF**

Refers to all employees of The University of the West Indies, St. Augustine campus, permanent, temporary, daily paid or contract workers, who are required to access the campus to perform their duties as well as access to services on the campus.

### **ALUMNI**

Refers to all graduates of The University of the West Indies, St. Augustine campus, who are neither students nor staff, who have registered with the Alumni Association of Trinidad and Tobago, and require a card to access the campus as well as access services on the campus.

### **RETIREES**

Refer to all staff members who have retired from the employment of The University of the West Indies, St. Augustine Campus and who wish to have access to the campus and access to services on the campus.

### **VISITORS**

Refer to all other persons who are not students, staff, alumni and retirees, but wish to have access to the campus and access to services on the campus.

## UWI ID CARD

The UWI ID identifies a person as a current member of the UWI St. Augustine campus community depending on their relationship to the campus and your enrolled services. The UWI ID can be used as a multi-application ID card for physical access control (electronic door key) and access to a variety of functions and facilities on campus including sporting facilities, library services and examination venues.

## 5. ABOUT THE UWI ID CARD

- a. The UWI ID contains a contact microchip for accessing multi-application services and a proximity chip for authorized access of secure access-controlled locations on campus.
- b. All cardholders are responsible for keeping the card safe and in good working condition. Hole punching, bending, folding, or any other damage to the card, losing the card by negligence, accident, or theft will result in the cardholder being required to pay the replacement fee for a new UWI ID.

## 6. RULES AND REGULATIONS

- a. The UWI ID is the property of The UWI St. Augustine Campus, must be worn at all times on campus.
- b. It may be used for such purposes as the campus designates and may be revoked at any time.
- c. The UWI ID must be presented and/or surrendered upon demand by a university official; failure to do so, or lending this card to anyone, is considered misuse and may subject the holder to disciplinary action, under the regulations governing staff, students and visitors.

- d. Lost and stolen cards must be reported promptly to the ID Card Office, The Lloyd Braithwaite Student Administration Building, Ground Floor and a card report or replacement form should be filled out.
- e. There is a replacement fee for lost, stolen or damaged UWI ID cards. The fee can be paid by cash, linx or credit card at the Bursary cashier.
- f. Each UWI ID is valid for use seven (7) years from the issue date. After this period the cardholder is required to pay the replacement fee.
- g. No person shall possess more than one UWI ID.
- h. All previously issued ID cards must be replaced by the UWI ID.
- i. Details and arrangements for replacing existing ID cards with the UWI ID card are available online.
- j. All UWI IDs found are to be returned to the ID card Office, The Lloyd Braithwaite Student Administration Building, Ground Floor. These cards will be kept for one complete semester to enable the person to claim the lost card.
- k. If a person has already replaced his/her UWI ID by the time the original is returned, the original is destroyed immediately. This will be noted on the card report or replacement form that would have been filled out when the card was reported as lost.

## 7. UWI ID CARD ELIGIBILITY

### a. **STUDENTS – All Registered Students**

- i. All registered and financially-cleared undergraduate and graduate students must carry a UWI Student ID card.
- ii. Staff members, who are students, must use their staff IDs to access student services.

### b. **STAFF – All permanent and temporary staff with a current employment contract of one year or more**

- i. The UWI ID cannot be issued until the staff appointment is active in the Human Resources system.
- ii. The ID becomes void upon termination or interruption of employment.
- iii. All temporary staff members will be issued the UWI ID. However, this ID is a generic card which will be encoded with their information. Once they register with the ID card office they will be included in our online photo database which can be used by authorized campus personnel for ID verification.

### c. **ALUMNI – All graduates of The UWI St. Augustine Campus who are registered members of the Alumni Association and who wish to access the campus and have access to services on the campus**

- i. In order to be registered as an alumnus, the proposed cardholder must provide proof of their registration with the Alumni Association.
- ii. Verification of all alumni members will be conducted prior to issuance of Alumni ID.

### d. **RETIREES – All retired staff of The UWI St. Augustine Campus who wish to access the campus and have access to services on the campus**

- i. A verification process will be conducted prior to issuance of a Retiree ID by the ID card office and HR Department.

### e. **VISITORS – Temporary ID cards will be processed from September 2013 for all visitors who require access to services on the campus.**

- i. All visitors must register at the ID Card Office for inclusion in our online picture database which will be used to verify the identity of any visitor by campus officials.

### 8. UWI ID CARD FEES

The fee for new UWI ID card is as follows:

	<b>INITIAL</b>	<b>RENEWAL</b>	<b>REPLACEMENT</b>
<b>STAFF</b>	FREE	FREE	TT\$180
<b>STUDENT</b>	TT\$120	TT\$120	TT\$180
<b>ALUMNI</b>	TT\$180	TT\$180	TT\$240
<b>RETIREE</b>	TT\$180	TT\$180	TT\$240
<b>VISITOR</b>	TT\$180	TT\$180	TT\$240

### 9. NOTICE OF PRIVACY PRACTICES

Smartcard information is considered private and confidential.

### 10. SANCTIONS

Failure to produce your UWI ID card for inspection on demand by security and other authorized personnel may result in the denial of access to or removal from the campus