

## REFUNDS & WITHDRAWALS

**Refunds:** The card holder should request, in writing, a refund of any amount remaining on his/her Nautilus Card account within six (6) months after separation from the University. Any unclaimed balance remaining on a Nautilus Card holder's account after this period will be forfeited.

**Withdrawals:** Once funds have been placed into your account they may be withdrawn only by making purchases. **You may not withdraw cash.** If you have money in your Nautilus Card account at the end of the term, it will be carried over for use during the next term.



# Nautilus Card ID



Convenience

Safety

Savings

## USES FOR THE NAUTILUS CARD

- UWF Official Identification Card
- Library Card
- Copiers and Microfilm Reader/Printers
- Public Fax Machine
- Payments for Library Fines, Laser Copies, and other services at the Library
- University Dining Purchases
- Bookstore Purchases
- Printing & Copying Services
- Postal Services
- Access to Fitness Center & Aquatics Center
- Payments for Fees, University Housing, Village Housing, Meal Plans, Parking Decals, Parking Tickets, etc. (at the Cashier's Office)
- Vending Machine Purchases
- Access to Local Area Network (LAN)
- Admittance to Campus Events
- Health Center Services
- Recreational Equipment Check-out
- Door Access
- Laundry

The Nautilus Card is the only acceptable identification when picking up Financial Aid.

## LOST OR STOLEN CARDS

If your card is lost or stolen, please contact the Nautilus Card office immediately. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Card invalidation will be immediate. After normal business hours, please contact the Campus Police at 474-2415.

The University of West Florida is not responsible for cash balances of lost cards. Replacement cards may be obtained for a cost of \$15 from the Nautilus Card office.



### Nautilus Card Office

building 20W, room 162

ph 850.474.3324 • fax 850.474.2096  
idcard@uwf.edu • uwf.edu/idcard

UWF 0706



## WHO MAY OBTAIN A CARD

Current students, faculty and staff of the University of West Florida may obtain cards. All students attending any class on the Pensacola campus are required to obtain a card.

## HOW TO GET YOUR CARD

Cost is \$10 for students. Payment should be made at the Cashier's Office. Bring your receipt, class fee schedule and picture identification, such as a driver's license, to the Nautilus Card Office.

When your card is issued, it will immediately be usable as an I.D. Card.

Your card will need to be activated as a Library Card at the Library Circulation desk.



## HOW TO USE YOUR DEBIT CARD

Purchases may be made with your Nautilus Card at many locations on campus without cash, checks, credit cards, the need to show your driver's license and without penalties, interest, or fees.

To use your card as a debit card, you may deposit money into two accounts - a General Account and a Food Account:

**General Account:** Deposit money into this account and use your card to make purchases at any location on campus connected to the Nautilus Card system, such as the University Bookstore, Dining locations, Postal Services, Library, Printing Services, and the Ticket Center. Deposits may be made at the Cashier's Office and at the automatic deposit machines (ADMs) located in the Library, Commons, Curriculum Library, and Computer Building.

**Food Account:** Money deposited into this account may be used solely for the purchase of food in Dining locations. Deposits may be made online via credit card or at the Cashier's Office.

**Meal Plans:** University Dining Services offers several meal plan options for both resident students and commuters. For additional information on the meal plans, please visit Dining Services online at [www.dineoncampus.com/uwf](http://www.dineoncampus.com/uwf).

**Deposits** made at the Cashier's Office and the automatic deposit machines are credited immediately.

Your **Account Balance** is displayed each time you use your card, following your transaction.

## MAKING DEPOSITS

There are several options for placing funds on your Nautilus Card and/or purchasing meal plans.

1) The online deposit card or a deposit card and envelope obtained from the Nautilus Card office may be used to make your deposit via cash, check, or credit card.

2) To make a credit card deposit by phone, simply call the Cashier's office (850/474-3034) and ask to make a Nautilus Card deposit. You will need your social security number.

3) You may log on to Argus with your ArgoNet name and password. Go to the Services Tab, scroll down to Nautilus Card and select Make a Deposit with a Credit Card or scroll down to Meal Plans and select Purchase a Meal Plan. Have your credit card ready and follow the prompts. MasterCard, VISA, and American Express are accepted.

## FINANCIAL AID DEPOSITS

Deposits to your Nautilus Card account(s) may be made from Financial Aid funds. After all tuition and student fees have been deducted from your Financial Aid disbursement, you may choose to have some or all of the balance credited to your Nautilus Card account(s).

For your convenience, you may complete the Financial Aid Deposit Card accessed via Argus (Services Tab, scroll down to Nautilus Card, select Authorize a Financial Aid Deposit). Save the pdf to your computer, attach it to an email, and send to [stuacct@uwf.edu](mailto:stuacct@uwf.edu).