

DISTANCE EDUCATION STUDENT AGREEMENT

This form must be sent from your NSU email address to spartancard@nsu.edu

NSU ID #:

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First Name / MI

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Last Name

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Street

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City

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State/Zip

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Phone ()

NSU Email

Terms & Agreement:

The SpartanCard is your official NSU identification card. The SpartanCard number is the number printed on the front of the card and is associated with the accounts on the card. While you are not receiving a physical card the same terms and agreements still apply. Although the card is the property of Norfolk State University, it is entrusted to you for your convenience. No account should be accessed by anyone other than the cardholder. **Only the person to whom the SpartanCard or SpartanCard number is issued is entitled to spend money from, gain access or utilize any other activities allowed on the SpartanCard account.** Unauthorized use, alteration or duplication for fraudulent use warrants confiscation and/or disciplinary action. **The SpartanCard is the property of Norfolk State University and must be surrendered upon demand or when the relationship for which the card was issued is no longer in effect.**

Regulations:

1. Rights and privileges associated with the SpartanCard are nontransferable.
2. Rights and privileges associated with the SpartanCard are contingent on active status as a student, faculty, or staff member.
3. Cardholder has the responsibility for reporting the card lost/stolen or that the card number has been compromised immediately.
4. Cardholder is responsible for maintaining the security of the card, the card number and all associated services related to the NSU SpartanCard.
5. Do not:
 - Give/Loan your ID number to anyone else

Submitting this form to the SpartanCard Office via your NSU email serves as your electronic signature acknowledging that you have read, understand and accept this agreement, the SpartanCard Policy and all other terms and agreements associated with the use of the NSU SpartanCard.

SPARTANCARD NUMBER REQUEST

DISTANCE EDUCATION STUDENTS/NSU ONLINE

PROCEDURE

1. Complete the Distance Education Student Agreement that is available online at:

<http://www.nsu.edu/spartancard/forms>

2. The Distance Education Student Agreement must be emailed to: spartancard@nsu.edu

You must send this from your NSU email account. Requests will only be processed if it is received from your NSU email account.

3. All emails **must** have the subject line: NSU ONLINE

Your NSU ID# must be listed on ALL documents submitted to the SpartanCard Office.

Please allow 48 business hours for request to be processed. Request will not be processed if directions are not followed or information is incomplete or missing. You will be notified if this happens and will be required to resubmit your request, initial processing times will apply.

***** Please be advised: You must be registered for the current semester PRIOR to submitting the Distance Education Student Agreement *****

If you have any questions please feel free to call the SpartanCard Office at (757) 823-9479, email us at spartancard@nsu.edu or visit our website at: www.nsu.edu/spartancard. Office hours are Monday-Friday 8am-5pm.