

Notices for Issuing or Using National Chengchi University (NCCU)

Easy Student ID Cards

Effective from October 19, 2011 with an announcement made in the official letter Zhengjiaozi-1000028107

- Article 1 New NCCU students shall be issued an Easy Student ID Card (hereinafter referred to as Card) at the time of enrollment by the Office of Academic Affairs.
- Article 2 Card shall be used to identify NCCU student status and for campus access control purposes. After value is added to Card, it may also be used to make purchases just like ordinary EasyCards.
- Article 3 NCCU students do not have to have their Card stamped with "Enrolled" each semester after enrolling at NCCU. Students who need proof of being enrolled at NCCU may visit the Registration Section with a photocopy of their Card and have an enrollment stamp affixed to it.
- Article 4 Students who have lost (damaged) their Card shall immediately log into iNCCU, click on the "門禁註銷及申請補換發系統(Cancel Access Control and Replacement Application System)" link, report the loss and print the form. After that, they shall visit the Registration Section and apply for a replacement. Students who apply for a replacement shall pay a processing fee as indicated in point 3 of the "National Chengchi University Instructions for Easy Student ID Cards" and visit the Registration Section to collect the replacement card after two working days.
- Article 5 Students who are leaving NCCU (because they graduate or withdrawal) must submit their Cards to the Registration Section, which shall affix a "離校(No Longer Enrolled)" stamp to them and return them to the students. They may still be used as ordinary EasyCards to make purchases, with their Student ID features stripped. Students who have lost their Card shall log into iNCCU and report the loss. In addition, they shall submit an "學生證遺失辦理離校申請書 (Application for Leaving NCCU by Students Who Have Lost Their Student ID)" at the time of departure.
- Article 6 Card shall not be lent or used illegally, and it shall not be altered or forged.
- Article 7 Matters not dealt with herein shall be governed by the "National Chengchi University Instructions for Easy Student ID Cards."
- Article 8 These notices shall be announced and take effect after being approved by the President. The same procedure shall apply upon their revision.

National Chengchi University Instructions for Easy Student ID Cards

1. In the 2011 academic year, National Chengchi University (NCCU) began issuing an Easy Student ID Card (Card) to all the students. Each Card has a default stored value of NT\$0. After value is added, a Card may be used as an EasyCard as well as a student ID, or if no value is added to the Card, it may be used as a student ID only.

Once value is added, the amount is equivalent to cash. Please make sure that your Card is kept secure. The rules of the EasyCard Corporation (hereinafter "the Corporation") stipulate that loss of a Card shall be reported to the Corporation through NCCU. For the time period between when the card is lost until the lost card is reported to and registered with the Corporation, the owner of the Card shall bear sole responsibility for the use of the Card's remaining stored value by a third party. Students are advised to take the risk of losing their Cards into account when they add value.
2. The period of validity of a Card shall be governed by the agreement signed between the NCCU and the Corporation.

Students who withdrawal of or graduate from the NCCU shall complete their departure procedure with the Registration Section of the Office of Academic Affairs according to the established rules. Their Cards shall be returned to them after a mark is made on them and the Cards shall become ordinary EasyCards. If the Cards are subsequently lost, their owners shall not be able to request a refund from the Corporation through NCCU. As a result, students are advised to ensure that their Cards are kept secure.

Students who postpone their graduation date to one that extends beyond the expiry date of their Card shall extend their student status to a date no later than their postponed graduation date by visiting the Registration Section with their Card.
3. The following, approved on October 27, 2010 at the 628th administrative meeting, is a schedule of the fees charged for replacing or renewing Cards:
 - (1) NT\$155 for applying for a new Card to replace the original card that has been lost, damaged, or demagnetized.
 - (2) NT\$100 for replacing an IC student card that is fully functional with a Card.An IC card shall be returned when collecting the Card.
4. Reporting the loss of a Card and applying for a replacement:
 - (1) Procedure for Reporting the loss of a Card:

Log onto iNCCU. Click on the "學生資訊系統 Student Information System" link and then the "門禁註銷及申請補換發系統 Access Control Cancellation and Replacement/Renewal Application System" link to apply to replace or renew a Card. After the application is confirmed, print out the confirmed application form and submit it to the Registration Section for processing.

*** Once the loss reporting procedure is "confirmed," the access control and EasyCard features of the original Card cannot be restored.***
 - (2) Collecting a replaced or renewed Card:

A replaced or renewed Card shall be ready for pickup two working days after an application form is delivered to the Registration Section.
 - (3) Questions about reporting the loss of a Card and the procedure for the application for a replacement shall be directed to the Registration Section (02-29393091 ext. 63279.)
5. Claiming refund of the value remaining on a Card after reporting the loss of a Card:

After the system confirm the reporting of the loss of a Card, a refund shall be given to the student after deducting a NT\$20 handling charge from the value remaining on the lost Card.

After the refundable amount is verified by the Corporation, the amount shall be deposited in the student's account with the post office or First Bank. Alternatively, the student may be sent, via registered mail, a notice indicating the refundable amount (the expenses incurred as a result shall be deducted from the refundable amount) The student may present the notice and his/her ID card to the clerk at the information desk of one of the MRT stations ask for a refund.
6. Persons who have questions about the electronic wallet are advised to visit the Corporation's website at <http://www.tsc.com.tw>

Customer Service email address: service@easycard.com.tw

24-hour customer service phone number: 412-8880 ext. 7 (Dial 02 if you are calling with a mobile phone or from Kinmen or Mazu.)