

E-PURSE TOPUP

TERMS AND CONDITIONS OF USE

General

- This payment facility is provided for the sole purpose of paying money into e-purses held by Chelmsford College ("the College"), Chelmsford, CM2 0JQ on behalf of its students and staff.
- No credit card details are collected or retained by the College when a payment is made.
- Credit card payments are processed on behalf of the College by Secure Trading (visit their website <http://www.securetrading.com/> for more details).
- Money paid into College e-purses is for the sole purpose of making purchases within the College at official College outlets. Money may not be withdrawn from e-purses.
- All students and staff are provided with a College membership card, which can be used to make purchases from their e-purse. Cardholders are required to take all reasonable care to ensure the security of this card, and are required to notify the College immediately if it is lost or stolen.
- No interest will be paid on the credit held in an e-purse.
- The e-purse holder can view an itemised list of credits and debits from any computer on the College network.

Refunds of e-purse balances.

- Refunds of e-purse balances will be made in the form of a cheque.
- If a student withdraws from the College before the end of their programme of study, their e-purse will be suspended. These students may apply for a full refund of their e-purse credit if it is above £10. E purses with a credit below £10 will not be refunded.
- Students leaving at the end of their programme of study should spend any outstanding balance in their e-purse before they leave: credit in their e-purse at the end of their programme of study will not normally be refunded.
- Credit on student e-purses at the end of an academic year will be retained until the start of the next academic year: if the student does not re-enrol at that time their e-purse will be suspended and no refund will be permitted.
- On leaving the employment of the College, staff may apply for a full refund of their e-purse credit if it is above £10. An e-purse with a credit below £10 will not be refunded.
- Refunds must be applied for using the form available from College Receptions.

Refunds of items purchased using an e-purse.

- Refunds due for items purchased using an e-purse will normally be in the form of an e-purse credit.