

Eagle Card Services

Terms & Conditions

The Eagle Card “Card” is the official LIFE University ID card and is required for all students, faculty and staff. The individual identified on the Card is the “cardholder”.

I. General Terms

- The Card is the official LIFE University ID card.
- This card is the property of the issuer (LIFE University), and you (the recipient) must return it to the Card Services office upon leaving the university or if requested.
- The Card is non-transferable and may not be altered in any way.
- The Card should be in the cardholder’s possession always and presented upon request to any University Official.
- This Card is valid only while you are a registered student, active LIFE University employee, or until the card expires or is revoked.

II. Lost, Stolen or Damaged Cards

- A lost or stolen Eagle Card must be reported to Card Services office; via email at cardservices@life.edu or by telephone at (770) 426-2638 and the cardholder must log onto <https://life-sp.blackboard.com/eaccounts> and deactivate the card account to prevent unauthorized use.
- Altering or intentionally damaging your Card, using another person’s Card, or allowing your Card to be used by another person may result in disciplinary action and/or confiscation of your Card.
- A charge of \$25.00 will be imposed for all replacement cards
- NO charge will be imposed for a card that breaks due to normal usage or for a card in which the proximity chip no longer works for opening doors or other services, so long as there is no visible damage to your card. It will be up to the discretion of the Card Services office and its management if a fee is assessed.

Once a new card is made; previous cards cannot be re-activated nor, will a fee be refunded. A new picture will be taken for a replacement card.

III. Refunds & Error Resolution

- Refunds and errors will be investigated by the Card Services office and are conducted according to the declining balance account policy found at

IV. Cardholder Liability

- The cardholder is responsible for all charges made to the card; even if the card is lost or stolen. Therefore, it is important to notify Card Services and deactivate the card upon discovering loss or theft. LIFE University is not responsible for any loss or expense caused by loss, theft or misuse of the Eagle Card.

ID Photos: Eagle Card photos can be used for official University business and may be subject to disclosure to third parties under applicable state and/or federal laws.

V. Changes in Terms and Conditions

The terms and conditions of the Eagle Card are effective upon receipt of the card and remain binding until the cardholder is no longer affiliated with LIFE University. If any changes are made to the terms and conditions, the Card Services office shall provide the cardholder with notice of changes at least thirty (30) days in advance of the effective date.

The Card Services office is in the College of Graduate and Undergraduate Studies Building (CGUS) near Socrates Café.

Phone: 770-426-2638

Email: cardservices@life.edu

Office Hours: Monday-Friday 8:00am – 5:00pm