The BlueCard is the official identification card at Phillips Academy. A BlueCard is a student’s library card, and can also be used as a stored value card at on-campus locations (Art Store, Ice Rink, Central Services, OWHL copier, and The Den), and at select off-campus merchants (Andover Bookstore, Bruegger’s Bagels, CVS, King’s Subs, Papa Gino’s).

By making a deposit onto a card, you agree to the following terms and conditions:

1. **The Card:** The BlueCard should be treated as cash and kept in a secure place at all times. The card must be presented in order to purchase products or services. The card is non-transferable and must not be shared with others. The cardholder will not damage or alter the card in any way, including punching holes. Any attempt to use the card for fraudulent purposes may result in disciplinary action.

2. **The Accounts:** The BlueCard has the capability to hold value in three separate accounts: Bookstore Fund, PA Campus Fund, and BlueBucks. Bookstore funds are available for use only at the Andover Bookstore. PA Campus funds are available for use only at the Art Store, Central Services, Ice Rink, the copier on the first floor of OWHL, The Den, and any other on-campus vendors that may be added to the system. BlueBucks may be used anywhere the card is accepted. Value may be added to any of three funds on the card, with a minimum of $20.00 in $10.00 increments. If either of the first two funds runs out, the system will automatically look for funds in the BlueBucks account. No interest is paid on the funds in any of these accounts.

3. **Returns:** Merchandise purchased with a BlueCard may be accepted for return in accordance with the refund policy in effect at the place of purchase. Any refund shall be credited to the BlueCard; cash refunds will not be allowed for purchases made with the card. If a return is made at an on-campus merchant, the money is returned to the PA Campus account, regardless of which account the original purchase came from. Similarly, if a return is made at the Bookstore, the money is returned to the Bookstore Fund account. Upon request, transactions between accounts can be made by the BlueCard office in one of these situations.

4. **Statements and Receipts:** The BlueCard Community System (https://bluecard.andover.edu) has continuously updated transaction information when you log on with your BlueCard userid and password. A summary statement is provided online at the end of every month. If an error is suspected, contact the BlueCard office within sixty (60) days of the transaction in question with the cardholder’s name, description of the transaction and suspected error, and the location and approximate date of the transaction. Failure to request error resolution in a timely manner could result in loss of refund. In the unlikely event that a transaction is completed offline and the card balance goes negative, the cardholder will still be responsible for paying for all purchases made.

5. **Balance Check:** A student may request a report of the balance on his or her card from the BlueCard Office or any on-campus location that has a card reader. This information is also available through the My Accounts module in the Community System (https://bluecard.andover.edu).
6. Lost, Stolen, or Damaged Cards: It is the obligation of the cardholder to report a suspected lost or stolen card as soon as possible. This may be done by contacting the BlueCard office or by logging onto the Community System (https://bluecard.andover.edu) and going to the My Accounts tab, Lost Card module. The cardholder is responsible for unauthorized transactions resulting from the loss or theft of the card. Lost, stolen, or damaged cards will be replaced at a cost of $10.00. A student may receive a new card by reporting to the BlueCard office during normal business hours. The fee may either be paid in cash or be charged to the card. Damaged cards must be surrendered at the BlueCard office. If a card thought to be lost is later found, it is to be returned to the BlueCard office.

7. Refunds: Deposits to a BlueCard are made at a family’s discretion and are non-refundable until graduation or withdrawal. Upon graduation or withdrawal, the Academy reserves the right to freeze the funds until such time as all student debts are settled, at which time the card balance will be refunded if it totals more than $10.00.

8. Transfers: Transfer of funds between accounts on a card can be done by contacting the BlueCard office. Transfers from one student to another are not allowed. The student will be required to report to the BlueCard office in person to authenticate the request.

9. Library and ID card: If a family does not choose to use the stored value feature of the BlueCard, the student must still carry the card at all times as his or her official identification, to be presented to Phillips Academy personnel upon request. The bar code on the back is for use at the library, PACC, PLC, and other places on campus that use a bar code system.

The Academy reserves the right to change any part of these terms and conditions.

Questions: Contact Liz Fortino, BlueCard Manager 978-749-4124 bluecard@andover.edu