

## The University of South Dakota Policy for Depositing Additional Flex Dollars to USD Accounts

Developed July 2010

The following definitions will be used for tracking funds in Blackboard:

- **Flex** – Meal Plan Flex Dollars loaded for current semester.
- **Carry Over Flex** –Unused Meal Plan Flex Dollars remaining from Fall Semester.
- **Add-On Flex** – Extra dining dollars purchased by students (after meal plan is used) or dining dollars purchased by employees.
- **Add-On Carry Over Flex** – Unused Add-On Flex remaining from Fall Semester.
- **Bonus Flex** – Incentive dining dollars added to a customer’s plan provided by Aramark.
- **Coyote Cash**–Debit account that can be used at campus locations or at some limited local merchants.

### Student Funds

1. Students may purchase Add-On Flex once they have exhausted their Meal Plan Flex dollars for the semester.
2. A minimum of \$10.00 in Add-On Flex dollars must be purchased at one time.
3. Aramark will provide a 10% bonus to any Add-On Flex purchase of \$100.00 or more. (Example: \$150.00 deposited by customer. \$15 Bonus provided by Aramark. Total amount added to customer account will be \$165.00.)
4. Student funds will be used in the following drain order:
  - **A) Flex & Carry Over Flex B) Add-On Flex & Add-On Carry Over Flex C) Bonus Flex D) Coyote Cash**
5. Student Add-On Flex and Bonus Flex will carry over from Fall to Spring semester. Any Add-On Flex funds not used by the end of the Spring semester will be lost.
6. Students moving in prior to the official USD “Move-in” day will be eligible to purchase Add-On Flex to use prior to the official opening. (i.e. Coyote Village residents) Once the meal plan load is completed, the drain order in section 5 above will begin.
7. Funds can be loaded in the Coyote Card office or by using Coyote Card Online.
8. If Add-On Flex dollars are added online in error, the cardholder must contact the card office within 2 business days move funds to the correct account.
9. Funds will be tracked using Blackboard and will be managed by The USD Student Services department.
10. Students who withdraw before the end of the school year may request a refund of Add-On Flex. This refund would exclude any Bonus Flex. The refund will need to be requested before the end of the Spring semester by filling out a refund form and W-9. These forms will need to be forwarded to the Coyote Card Office.

### USD Employee Funds

1. USD Faculty and staff members may purchase Add-On Flex dollars at any time. A meal plan does not have to be purchased and used before purchasing Add-On Flex.
2. A minimum of \$10.00 in Add-On Flex dollars must be purchased at one time.
3. Aramark will provide a 10% bonus to any Add-On Flex purchase of \$100.00 or more. (Example: \$150.00 deposited by customer. \$15 Bonus provided by Aramark. Total amount added to customer account will be \$165.00.)
4. Employee funds will be used in the following drain order:

- **A) Add-On Flex & Add-On Carry Over Flex B) Bonus Flex C) Coyote Cash**

5. Employee Add-On Flex and Bonus Flex will carry over from the Fall to Spring semester. Any Add-On Flex funds not used by the end of the Spring semester will be lost.
6. Funds can be loaded in the Coyote Card office or by using Coyote Card Online.
7. If Add-On Flex dollars are added online in error, the cardholder must contact the card office within 2 business days move funds to the correct account.
8. Funds will be tracked using Blackboard and will be managed by The USD Student Services department.
9. Employees who leave USD before the end of the school year may request a refund of Add-On Flex. This refund would exclude any Bonus Flex. The refund will need to be requested before the end of the Spring semester by filling out a refund form and W-9. These forms will need to be forwarded to the Coyote Card Office.