



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

CAJUN CASH POLICY

Policy # AF.007.1

Responsible Executive: Vice President of
Administration
and Finance
Responsible Office: Cajun Card Office
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I. Policy Statement

Cajun Cash is a debit account using University of Louisiana at Lafayette (“University”) students’ Cajun Cards (i.e., University identification card) to provide a fast, safe, and convenient way to make purchases on- and off-campus. The Cajun Card debit account is automatically activated once a student or Employee receives a Cajun Card and begins with a zero balance. This Policy establishes and enforces responsibilities, rules, and exclusions necessary for the use of Cajun Cash.

II. Purpose of Policy

The purpose of this Policy is to provide the University community with guidelines for the use of Cajun Cash.

A. Locations Where Cajun Cash May be Used

Cajun Cash is accepted at all campus locations where Declining Balance is accepted. Cajun Cash is also accepted at some other on- and off-campus locations where Declining Balance is not accepted. All Merchants that accept Cajun Cash can be found at <https://cajuncard.louisiana.edu/cajun-cash>.

B. Use of Cajun Cash

Cajun Cash shall be applied against the amounts debited to a Cajun Card account for goods and services. There is no daily limit on the number of purchases that may be made and debited to a Cajun Card account provided funds are available. There are no fees to the cardholder associated with making deposits or spending Cajun Cash. By using Cajun Cash, students and Employees are giving back to the University and supporting local businesses.

The Cajun Card is not a credit card, nor can it be used to obtain cash or cash advances from a student's or Employee's Cajun Card account under any circumstances.

C. Cajun Card Balances

On-campus vending machines will require the cardholder to have a minimum balance equal to the highest priced item in the machine. For example, if cardholder wants to purchase a drink for \$1.50, but the highest priced item in the machine is \$3.00, the cardholder must have a minimum balance of \$3.00 for the transaction to process.

Cajun Card balances may be obtained in the Cajun Card Office located at Room 134, Student Union, or by visiting <https://cajuncard.louisiana.edu/cajun-cash/how-check-balance>.

Cajun Card balances will roll over from semester to semester. Upon withdrawing or graduating from the University, students and Employees should follow the Procedures for Closing Account found in Section V.B. herein.

D. Refunds for Merchandise Purchased with Cajun Cash

Merchandise purchased with Cajun Cash will be accepted for return according to the refund policy in force where the goods or services were purchased. Cash refunds will not be made for returned merchandise that was purchased with the Cajun Card; a credit will be made to the student cardholder's Cajun Card account.

III. Applicability

This Policy applies to all University students and Employees.

IV. Definitions

1. **Cajun Card**: is the official University identification card which includes a photograph, signature, ULID#, the cardholder's name and relationship with the University and allows the cardholder to gain access to services at the University.
2. **Cajun Cash**: is a debit account automatically created upon a student or Employee's receipt of a Cajun Card and whereby money is voluntarily deposited by the student or Employee into their Cajun Card account.
3. **Declining Balance**: are dollars added to each Cajun Card included with certain meal plans which can be utilized at all dining locations around campus, similar to a debit card.
4. **Employees**: are all part-time and full-time faculty and staff employed by the University.
5. **Merchants**: are off-campus locations where Cajun Cash is accepted.

V. Policy Procedure

A. Procedures for Making Cajun Cash Deposits

1. Cajun Cash deposits can be made:

- a. Online at <https://cajuncash.louisiana.edu/OneWeb/Account/LogOn>;
- b. In the Cajun Card Office located in the Student Union, Rm. 134 (cash, check, credit card, Apple Pay);
- c. By calling the Cajun Card Office at (337) 851-2273 (credit card only); or
- d. By mailing a check to:

Cajun Card Services
P.O. BOX 43615
Lafayette, LA 70504

2. If using a credit card in the Cajun Card Office or online, students are required to deposit a minimum of Two Dollars and NO/100 (\$2.00).

B. Procedures for Closing Cajun Card Account

1. Student / Employee Closure of Cajun Card Account

Upon complete withdrawal or graduating from the University, the cardholder may request their Cajun Card account be closed. The request to close a Cajun Card account must be made in writing to the Cajun Card Office at cajuncash@louisiana.edu or Cajun Card Services, P.O. Box 43615, Lafayette, LA 70504.

Employees that are retiring from the University can also visit the Cajun Card office in the Student Union, Room 134 to receive a retiree card in place of the previous faculty or staff Cajun Card.

For Employees, deposited Cajun Cash may only be refunded back to the cardholder upon separation. For students, deposited Cajun Cash may only be refunded back to cardholders who have graduated from or are graduating from the University or have resigned from or are resigning from the University. Cajun Card account balances Ten Dollars and 00/100 (\$10.00) and under will not be refunded. If a Ten Dollars and 00/100 (\$10.00) or less account balance remains in an account of an Employee that has separated from the University or the account of a student that has graduated or resigned from the University, then the student or Employee will have the opportunity to spend the account balance. If the student or Employee does not spend the account balance, the University will move all account balances containing Ten Dollars and 00/100 (\$10.00) or less which have had no activity for a twenty-four (24) month period to the General University Fund.

Requests for refunds may be submitted online at this link <https://cajuncard.louisiana.edu/cajun-cash-refund>. Forms may also be emailed to cajuncash@louisiana.edu or mailed to Cajun Card Services, P.O. Box 43615, Lafayette, LA 70504. When the criteria are met for a refund as determined by the Cajun Card Office, a refund check will be mailed within three (3) to four (4) weeks to the address listed on the request for refund form.

2. University's Closure of Cajun Card Account

The Cajun Card Office reserves the right to close any Cajun Card account that has been inactive for a period of twenty-four (24) months after the cardholder has resigned, graduated, or separated from the University. Inactive means that no transactions have occurred on the card and the cardholder has not communicated in writing with the Cajun Card Office concerning any Cajun Cash on their account.

a. Closing Accounts with a Balance of \$10.00 or More

If the Cajun Card Office has determined under this Section that a Cajun Card account meets the criteria to be closed and the balance of the Cajun Card account equals or exceeds Ten Dollars and 00/100 (\$10.00), the Cajun Card Office will send notice to the last address on file for the cardholder. The notice will notify the cardholder the amount of funds available to spend and that in order to keep their account open, the cardholder must perform a transaction. If the cardholder chooses not to perform a transaction, the cardholder may (1) request a refund, or (2) decline a refund, allowing the University to move the funds to the General University Fund. If the Cajun Card Office does not receive a response from the cardholder within three (3) months from sending the notice or if the notice is undeliverable via U.S. mail or e-mail, then the Cajun Cash will be deemed abandoned property that the University must deliver to the State of Louisiana. If the University has delivered the Cajun Cash to the State of Louisiana and the former cardholder would like to receive their former balance, then the former cardholder must seek the funds from the State of Louisiana directly by accessing <https://louisiana.findyourunclaimedproperty.com/>.

b. Closing Account with a Balance of Less Than \$10.00

If the Cajun Card Office has determined under this Section that a Cajun Card account meets the criteria to be closed and the balance of the Cajun Card account is less than Ten Dollars and 00/100 (\$10.00), then the Cajun Card Office will transfer the balance to the University's General University Fund. Each Spring semester, upcoming graduating cardholders are sent a reminder via e-mail reminding the cardholders regarding their Cajun Card account balances and that any amounts less than Ten Dollars and 00/100 (\$10.00) will be forfeited upon meeting the criteria herein.

VI. Enforcement

The Cajun Card Office is responsible for the enforcement of this Policy.

VII. Policy Management

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy in charge of the management of this Policy. The Director of Cajun Card Services is the Responsible Officer for this Policy. The Office of Cajun Card Services is the Responsible Office for this Policy.

VIII. Exclusions

N/A

IX. Effective Date

This Policy shall be effective as of the date of adoption of this Policy.

X. Adoption

This Policy is hereby adopted on this 5/3/2022.

DocuSigned by:

Joseph Savoie

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Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ [Louisiana Uniform Unclaimed Property Act of 1997](#)
- ✦ [Cajun Card Refund Form](#)
- ✦ [Louisiana Unclaimed Property Website](#)
- ✦ [Cajun Cash Website](#)
- ✦ [How to Check Cajun Cash Balance](#)
- ✦ [Cajun Card Agreement](#)

XII. Revision History

Original adoption date: 5/3/2022