

ColbyCard ID Information

Welcome to the Class of 2025!

Your ColbyCard ID is an important campus card. The ColbyCard will provide access to residence halls, academic buildings, and the fitness center. You will also use the ID to enter dining halls for meals and to sign out reference materials from the library. Once activated, your card becomes a simple, secure method of payment for all campus services and retail locations such as vending/laundry, postage, coffee shop, and bookstore. Your ColbyCard account offers statements and the ability for you to "Freeze" your account online 24/7 should your card be misplaced or lost.

Introduction to the "ColbyCard" as Campus Cash

The ColbyCard works as your personal campus debit card once you add money to your secure card account, and can be used wherever the card is accepted on campus. Card holders also have access to the [ONLINE CARD OFFICE](https://www.colby.edu/colbycard) <https://www.colby.edu/colbycard> where they may place their card account on hold if they've misplaced or lost their card or to view a statement of their card account activity.

There are several ways to add cash to your ColbyCard account:

- **ON CAMPUS** – Visit one of our 2 Cash Management Centers
- **INTERNET** – Anyone may add cash to a student's account with a debit or MasterCard & Visa credit card
- **iPhone & Android APP** – Manage your ColbyCard on-the-go via our "eAccounts" apps* including deposits
- **BY CHECK** – You may drop off a check or mail it (see address below) and we'll apply those funds to your card account
- **STUDENT ACCOUNT TRANSFER** – If you have a credit on your student account you may request that all or a portion of those funds be transferred to your ColbyCard account without waiting for a check reimbursement to be processed

***Get the Smartphone apps from "iTunes" or "App Store" for iPhone/iPad/iPod & "Market" for Android**

For your protection no cash advances will be issued from your account. You may request a reimbursement of the balance of your card account prior to withdrawing from school or prior to commencement.

Internet Deposits

Students, parents, and family members who would like to transfer money to a student's ColbyCard account may use a debit or MasterCard / Visa credit card. Users will first need to know the * **Student ID**, * **First** and * **Last Name** exactly as it appears in the ColbyCard system. You may contact the card holder if you do not know one of the 3 required data fields.

To make a deposit visit (after 08/20/2021) <https://colby-sp.transactcampus.com/eaccounts/>

* **First Name** _____ **John** _____

***Last Name** _____ **Doe** _____

***Student ID** _____ **123456** _____

- **DEPOSIT FUNDS NOW (click on this button once, twice will duplicate)**
- **Each deposit transaction is limited to a maximum of \$1,000**
- **ColbyCard Funds may not be used for payment of the Comprehensive Fee (tuition and room & board) or other program fees.**

Once the correct information has been entered (in lower case) and submitted, the funds will be immediately available to the student.

Cash Management Center Locations

You can add cash to your ColbyCard account at any of our on campus Cash Management Centers located in:

- **Miller Library (Next to Circulation Desk)**
- **Cotter Union (Next to student mailboxes)**

Check or Student Account Funds Transfer Deposits

Financial Services Office will be happy to deposit your check or transfer funds from your student account to your ColbyCard account. You may drop off your check and we'll make the deposit for you. Your written authorization is required for a credit balance transfer from the student account to your ColbyCard account. [Emailing your authorization is acceptable.](#)

Card Care and Replacement

It is important to keep your card with you at all times and protect your card from damage as much as possible. In the event that your card is lost or damaged, please contact the card office ASAP or from your computer: go to <https://colby-sp.transactcampus.com/eaccounts/> and freeze your cash account temporarily. If you find your card log on to your account or visit the ColbyCard Office to reactivate the ColbyCard account (Smartphone apps as well). Please note that your ColbyCard account will not expire at the end of the academic year and you should keep your card in a safe place while you are away from campus. You will need your card when you return.

- Email or call the Card Office to report lost card & order a replacement: **<https://www.colby.edu/colbycard>**
- Lost card fee: \$20 charged to your tuition bill.
- Cards are replaced at no charge if they fail for no apparent reason or if your card is excessively worn

It is possible to obtain a Temporary Card that will allow you dining and residence hall access. These cards will only be valid for 72 hours. If the temporary card is returned, you will be refunded your \$10 deposit. Temporary cards are available from the ColbyCard office (M-F 7:30 a.m. – 8 p.m. and Saturday and Sunday noon – 8 p.m.) the Security Office (24/7).

Please contact the card office located in Lovejoy 146 or call 207-859-4222 if you have any problems or questions with your card.

Please make checks payable to: Colby College
Send to: Colby College
Financial Services - ColbyCard Office
4120 Mayflower Hill
Waterville, ME 04901