

The Shield Policies and Procedures

Where to get a card

Visit 5th and Broadway during store hours to obtain a card. Your picture will be taken at the time of issuance. Students, employees, retirees, families, and alumni are eligible for a card.

Picture Use

Your Shield is the property of Southern Seminary and will be used according to administration's approval. Your picture will be published in the campus directory and on E-Campus. You may have your picture re-taken free of charge. A re-printed card costs \$15.

Students must follow a dress code. Men must wear collared shirts and are not permitted to wear facial jewelry. Women may not wear t-shirts or sweatshirts and must be modest.

Name Change

Your Shield must present your legal name. All students must have their name changed in Academic Records before they can obtain a new Shield. All other Shield holders may speak with the Campus Card Office concerning a name change. To receive a replacement Shield free of charge, the original Shield must be turned into the Campus Card Office. If the original card is not returned to the Campus Card Office, the replacement card will be printed for a fee of \$15.

Lost or Stolen Cards

Go to the Campus Card Office located in Fifth and Broadway to have a card re-issued. To call the Campus Card Office.

The cardholder must place the Shield on hold when he/she discovers a card is lost or stolen. When a Shield is placed on hold, no one can use the card, including the cardholder. Refer to the Debit Account Agreement of Terms and Conditions for details of unauthorized liabilities.

A replacement card for a lost or stolen card costs \$15. If the lost or stolen card is found after the replacement card has been reissued, a refund will not be issued. The lost or stolen card must be destroyed because it has been deactivated.

Campus Card Office: 502.897.4311

Family Members

Eligible family members include spouses and children of students and employees of SBTS. Children 12 years of age and older and claimed on the parent's tax return are eligible for a Shield.

To obtain a family card, go to:

<https://www.sbts.edu/current-students/amenities/5th-and-broadway/the-shield-card/shield-family-registration/>.

A single form must be filled out for each family member obtaining a Shield. The family member must have their picture taken to produce a card. Modesty is required. Please allow 48 hours for the form to be processed.

Refunds

You may request a refund from your Shield Spending Account when your relationship with SBTS terminates. Refunds will not be issued prior to a terminated relationship with SBTS.

Deposits

You can deposit funds to your accounts at Fifth and Broadway and the Cash Value Station. The Cash Value Station is located in the copier room on the First floor of the library and accepts dollar bills only. Cash, check, and credit cards are accepted at Fifth and Broadway.

Account Definitions

Employee and Family Shield Spending Dollars

Employees of SBTS and their families may use the Employee and Family Shield Spending Account. Families of students may use the Employee and Family Shield Spending Account.

Student Shield Spending Dollars

Student Shield Spending Dollars are available for students only (including part time and full time). Student Shield Spending Dollars are valid at copiers and 5th and Broadway.

Statement of Activity

If you have any questions or concerns, contact:
Campus Card Office
502.897.4311 or theshield@sbts.edu.