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**University of Macau**  
**Rules for the use of E-purse Service (Students)**

The following rules, which govern the use of the E-purse service, may be amended from time to time by the University of Macau.

**1. Object**

- 1.1 The following rules establish the conditions governing the use of the E-purse service.
- 1.2 The E-purse service is an electronic/cash-less payment option for making small purchases on campus.

**2. Eligibility**

- 2.1 The E-purse service is available for all full time students.

**3. Replenishment**

- 3.1 The minimum increment for replenishing the value of the card on each subsequent occasion is MOP20.00 (twenty patacas).

**4. Means of usage**

- 4.1 The UM campus card is the carrier of the E-purse.

**5. Currency**

- 5.1 The Macau Pataca is the one and only currency that will be used for the E-purse transactions.

**6. Maximum deposit amount**

- 6.1 The maximum value stored in any individual's E-purse will be MOP800.00 (Eight hundred patacas).



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6.2 The above mentioned amount is subject to periodic review by the University of Macau.

## **7. Transactions**

7.1 If the balance available in an E-purse is insufficient for a proposed purchase, the transaction will not be executed.

## **8. UM responsibility**

8.1 The University is not responsible for any loss(es) incurred by any student or third party, due to the loss or theft of any individual's UM Campus Card.

8.2 The University is under no obligation to trace the value and location of any transaction(s) executed while the card was lost/stolen.

## **9. Termination of E-purse**

9.1 The E-purse will be terminated when

- (a) In-active students (include deferral, withdrawal or discontinue study) who successfully complete all “check-out” procedures and documentation before they leave the University of Macau.
- (b) Exchange students who process auto check-out procedure.
- (c) Students who have been confirmed as graduate by Registry or Graduate School.

## **10. Card replacement**

10.1 In the event of the replacement of the UM Campus Card(s) due to loss, theft of a card, change of the printed information, damage or any other reason, the remaining balance recovered from the records will be automatically transferred to the new card when the latter is issued.



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## **11. Loss or Theft of the Card**

- 11.1 If UM Campus Card is lost or stolen, student should immediately report the loss/theft to the Registry.
- 11.2 Failure to immediately report the loss or theft of the card to the University will render the cardholder liable to any and all negative consequences arising from the loss or theft.
- 11.3 The Registry will immediately take steps to deactivate the UM Campus Card and the E-purse as soon as it is reported lost or stolen, however we do not guarantee that the exact value remaining can be retained or/and recovered as the notice of loss or theft must be transmitted to all off-line Points of Sale, which takes time.

## **12. Refund**

- 12.1 The refund of any remaining E-purse balance will be processed by autopay or cash. When the refund is processed by autopay, the E-purse balance will be deposited into student's bank account which provided in Student Information Web.

## **13. UM rights**

- 13.1 The University reserves and retains all the rights pertaining to the use of the E-purse service, including the right to suspend any suspect or defective E-purse and to request the user's assistance in any investigation.
- 13.2 The University has the right to deposit E-purse remaining balance to student's bank account once the student's E-purse account has been terminated.
- 13.3 Any remaining E-purse balance which cannot be successfully refunded to student, the balance will be forfeited 60 days after the E-purse has been terminated.



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#### **14. Interpretation and Omissions**

14.1 It is the duty of the Finance Management Committee to decide on doubts raised over the interpretation and omissions concerning the present rule.

#### **15. Effective Date**

15.1 The present rule will be effective from the academic year 2015/2016.

<p>Revised by: Finance Office Approved by: Finance Management Committee Approved on: 22 October 2015 Effective date: Academic Year 2015/2016</p>
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