

Notices for Issuing or Using National Chengchi University (NCCU) Easy Student ID Cards

Effective from October 19, 2011 with an announcement made in the official letter Zhengjiaozi-1000028107
Effective from December 11, 2018 with an announcement made in the official letter Zhengjiaozi-1070037799
Effective from August 8, 2023 with an announcement made in the official letter Zhengjiaozi-1120024929

- Point 1 The degree students shall be issued an Easy Student ID Card (hereinafter referred to as Card) at the time of enrollment by the Office of Academic Affairs.
- Point 2 Card shall be used to identify NCCU student status and for campus access control purposes. After value is added to Card, it may also be used to make purchases just like ordinary EasyCards.
- Point 3 NCCU students do not have to stamp with "Enrolled" on Card each semester after enrolling at NCCU. Students who need proof of enrollment may log onto the "Current Semester Student Status Letter Printing Service" of NCCU information system to print the certification of enrollment, or visit the Registration Section with a same size and both side photocopy of their Card and have an enrollment stamp affixed to it.
- Point 4 Students who have lost or broken their Card shall log onto iNCCU, click on the "Student ID Card Re-application or Affidavit Letter for lost student ID Card" link, report the loss and print the form. After that, they shall visit the Registration Section and apply for a new Card with a receipt of processing fee.
Student could collect the new Card after two working days from Registration Section.
- Point 5 Students who are leaving NCCU (such as graduation or withdrawal, etc.) must submit their Card to the Registration Section, which shall affix a "離校" (No Longer Enrolled) stamp to it, changing the consumption identity of the EasyCard and return Card to student. The EasyCard's payment function can still be used. It can no longer be used as a Student ID. Students who have lost their Card shall log onto iNCCU to report the loss and they shall submit an "Affidavit letter for lost student ID Card when school-leaving" at the time of departure.
- Point 6 Card shall not be lent or used illegally, and it shall not be altered or forged.
- Point 7 The instructions for reporting the loss and replacement by the Point 4, and the functions of the Card are stipulated by the Office of Academic Affairs.
- Point 8 These notices shall be announced and take effect after being approved by the President. The same procedure shall apply upon their revision.

National Chengchi University Instructions for Easy Student ID Cards

1. These Instructions have been established according to the Notices for Issuing or Using National Chengchi University (NCCU) Easy Student ID Cards.
2. Before adding value of the Easy Student ID Card, the balance of the Card is "0". If the value is not added, the Card will be only used for the campus access and student identification. Once value is added, the amount is equivalent to cash. Please make sure that your Card is kept secure. The rules of the EasyCard Corporation (hereinafter "the Corporation") stipulate that loss of a Card shall be reported to the Corporation through NCCU. For the time period between when the card is lost until the lost card is reported to and registered with the Corporation, the owner of the Card shall bear sole responsibility for the use of the Card's remaining stored value by a third party. Students are advised to take the risk of losing their Cards into account when they add value.
3. The period of validity of a Card shall be governed by the agreement signed between the NCCU and the Corporation.
Students who withdrawal of or graduate from the NCCU shall complete their departure procedure with the Registration Section of the Office of Academic Affairs according to the established rules. Their Card shall be returned to them after a mark is made on it and the Card shall become ordinary EasyCards. If the Cards are subsequently lost, their owners shall not be able to request a refund from the Corporation through NCCU. As a result, students are advised to ensure that their Cards are kept secure.
Students who postpone their graduation date to one that extends beyond the expiry date of their Card may extend their student status to a date no later than their postponed graduation date by visiting the Registration Section with their Card.
4. The following, approved on October 27, 2010 at the 628th administrative meeting, is a schedule of the fees charged for replacing or renewing Cards:
 - (1) NT\$155 for applying for a new Card to replace the original card that has been lost, damaged, or demagnetized.
 - (2) NT\$100 for replacing an IC student card to Easy Student ID Card.
An IC student card shall be returned when collecting the Card.
5. Reporting the loss of a Card and applying for a replacement:
 - (1) Procedure for Reporting the loss of a Card:
Log onto iNCCU. Click on the "Campus web info. portal" link and then the " Student ID Card Re-application or Affidavit Letter for lost student ID Card" link to apply a new Card. After the application is confirmed, print out the confirmed application form and submit it to the Registration Section for processing.
* Once the loss reporting procedure is "Confirm", the original Card will be invalid and is not reversible. *

(2) Collecting a new Card:

A new Card shall be ready for pickup two working days after an application form is delivered to the Registration Section.

(3) Questions about reporting the loss of a Card and the procedure for the application for a replacement shall be directed to the Registration Section (02-29393091 ext. 63279.)

6. Claiming refund of the value remaining on a Card after reporting the loss of a Card:

After the system confirm the reporting of the loss of a Card, a refund shall be given to the student after deducting a NT\$20 handling charge from the value remaining on the lost Card.

After the refundable amount is verified by the Corporation, the amount shall be deposited in the student's account with the post office or First Bank. Alternatively, the student may be sent, via registered mail, a notice indicating the refundable amount (the expenses incurred as a result shall be deducted from the refundable amount) The student may present the notice and his/her ID card to the clerk at the information desk of one of the MRT stations ask for a refund.

7. Persons who have questions about the electronic wallet are advised to visit the EasyCard website at <https://www.easycard.com.tw/>

Customer Service email address: service@easycard.com.tw

24-hour customer service phone number: 412-8880 ext. 7 (Dial 02 if you are calling with a mobile phone or from Kinmen or Mazu.)