

BHASVIC

Cashless Payment System

As you are probably aware, your Student ID card has the facility for money to be loaded onto it so it can be used to make purchases in all the College Catering services.

The cashless till is now operational in all BHASVIC catering so here is a guide on how to use your cards for this purpose:

- ❖ You can top up your card with cash (notes or coins) via the 'loader' in the Copper Café. We have an ATM in the reception area where you can withdraw cash.
- ❖ You can also top up via the 'Cashcard Topup' link on the student dashboard using credit/debit card.
- ❖ Parents/ Carers are able to make a payment by accessing the payment link (<https://ips.bhasvic.ac.uk/OnlineServices/Pages/All/Info.aspx>) on the Parents & Carers Information page on the BHASVIC website. Instructions on how to set up a login can also be found here.
- ❖ If there is a problem with your card when you are trying to buy food, speak to one of the Copper Café staff first to organise payment for your meal, then report the problem to Student Services, who can arrange for a new card to be printed for you which should be available the following day.
- ❖ If you lose your card, you must notify Student Services immediately so the card can be blocked. We will then arrange for a new card to be printed for you. **There is a charge of £2.00 to replace a lost card.**
- ❖ All students should have their student ID with them whilst they are in College, therefore we will be operating a 'no card, no catering' policy. If you need to discuss this, please go to Student Services.
- ❖ We do not offer a 'cashback' facility from the ID card. We will only issue refunds when a student leaves College, and if the balance on their ID card is over £5.00.

As from the first day of the new term, Monday 4th January 2016, all our catering facilities will be 'cashless only' so please use the rest of this term to familiarise yourselves with the system and how to top up your card.

If you have any problems, please speak to a member of staff in the Copper Café or in Student Services.