

Residence Hall Failure to Present NYU Card Policy

Effective: Fall 2016

This is a NYU Shanghai University Policy. Questions about this policy may be directed to the Department of Public Safety at nyu-shanghai-dpscc-group@nyu.edu.

Failure to Present the NYU Card

- To ensure the safety of all the residents in the Residence Halls, students must carry and use their NYU Card to tap in of NYU Shanghai residence halls at all times. If the NYU Card is not presented and used to tap into a residence hall, the Public Safety officer is required to confirm the identity of the student and document the missing NYU Card before the student is allowed access to the residence hall. If a student fails to present an NYU Card, the student will be required to complete a sign-in form prior to accessing the residence hall. After 6 failures to present the NYU Card (tapping in) administrative processing fees will be charged.
- NYU Cards reported lost or stolen will not be considered a violation of this policy, however, Public Safety will immediately cancel the access of the NYU Card and the student is required to pay a 100 RMB replacement fee at Bursar's office.
- Lost or stolen cards must be reported immediately to Public Safety by calling 2059-5500 or visiting the NYU Shanghai Public Safety Command Center located in room 118 of the Academic Building.
- If the NYU Card is reported lost or stolen while entering and exiting the residence hall, the student will be required to sign a form and Public Safety will cancel access to the lost or stolen card permanently.
- Students who have reported a lost or stolen NYU Card must visit the Public Safety Command Center to apply for a new NYU Card with 72 hours.
- It is against university policy to give or lend the NYU Card to any other individual or use one's NYU Card to "tap-in" another individual through NYU Shanghai turnstiles, security officer will immediately confiscate the card.
- The record for student tapping in is effective for one semester.

Failure to Present NYU Card Administrative Fee

# Failures	Administrative Fee
1-6 Failures	No Charge
7-9 Failures	20 RMB / Failure
More than 9 Total Failures	50 RMB / Failure + Notice letter from Public Safety and referral to Student Life Conduct Process
* All failure to present NYU Card administrative fees are charged to the student's bursar account.	