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**POLICY TITLE:** Tiger Card Policy

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**POLICY PURPOSE:** To establish the University's policies for the Tiger Card and related services

**BACKGROUND:** The Tiger Card is the official identification card of Fort Hays State University.

**APPLIES TO:** All university community members

**DEFINITIONS:**

**CONTENTS:**

**POLICY STATEMENT:** All students, faculty, and staff are required to have a Tiger Card to serve as official photo identification. Tiger Cards may also be issued to gateway program students and individuals with official FHSU visiting programs.

The Tiger Card is the property of Fort Hays State University. It must be carried at all times and presented to university officials upon request. The card is non-transferable. Unauthorized use of the card warrants confiscation and/or disciplinary action.

A Tiger Card is valid for the duration of enrollment for undergraduate and graduate students and for the duration of employment for faculty and staff of Fort Hays State University.

Tiger Cards may be obtained at the Tiger Card Center, Memorial Union 208. FHSU Online students may obtain the Tiger Card through an online request form.

In order to obtain a new or replacement Tiger Card, an individual must present a valid government issued photo ID, including driver's license, passport, or military ID.

If a valid photo ID is not available, a student may obtain a Tiger Card by meeting State of Kansas ID requirements. A complete list of options may be found at <https://www.ksrevenue.org/dovproof.html>. If a student is unable to provide a valid proof of identity, please contact the Tiger Card Center to discuss options for meal plans and door access.

Tiger Cards will be issued with an individual's full legal name, including hyphenations and suffixes. No nicknames or abbreviations will be allowed.

In case of legal name changes, an individual must update their name with the University and provide a valid photo ID and/or proof of name change to obtain a new Tiger Card. Replacement fees apply.

The Tiger Card is required for campus services, including: Tiger Fitness Center, Health and Wellness Services, Forsyth Library, campus meal plan, attendance at campus events, and door access.

Tiger Cards may not be altered or damaged including hole punches or cuts.

Lost or stolen cards should be immediately reported to the Tiger Card Center, Residential Life, or University Police. Once a card has been cancelled, it cannot be reactivated if found.

Tiger Card photos are FHSU property and may be used for class rosters and other University needs. Headwear and sunglasses must be removed for Tiger Card photos.

Fees for new and replacement Tiger Cards are online at <http://www.fhsu.edu/tigercard>

Replacement cards are required for any card that is lost, stolen, thrown away, or damaged.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:** Building Access Policy and Procedures (Key System)

**Forms:**

**Other:**

**KEYWORDS:**

Tiger Card, ID Card, identification, photo,

**RESPONSIBLE  
OFFICE:**

Memorial Union

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Memorial Union Director

**ORIGINATION DATE:** 4/22/2022

**REVIEW CYCLE:** 3 years

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**POLICY ADDRESS:**

**LAST  
APPROVED ON:**                      Approved by President on 8/3/2022

**REVIEW/CHANGE  
HISTORY:**                      Adopted by President's Cabinet 8/3/2022

**NEXT REVIEW  
DATE:**                      8/2025

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