

Western Michigan University Bronco Card Policy

Bronco Card Photos

- Photos shall not include sunglasses or other wear which obscures the face unless required for a medical reason (e.g. an eye patch)
- Photo submissions must be a full-face photo with eyes open and a natural expression.
- Inappropriate, unrecognizable, or blurry photos will be rejected.
- Photo submissions are reviewed and may be rejected at the discretion of Bronco Card staff.
- Any special appeal must be submitted to the Bronco Card management in writing or via email. Please include name, WIN, address, and telephone number.
- Photos submitted online may take 1-2 business days to be accepted. Subjects will be notified by email if their photo has been rejected.

Bronco Card Fees

FIRST CARD*	FREE
REPLACEMENT CARD	\$30.00
CONFISCATED CARD	\$35.00
AFFILIATE CARD	\$30.00

*Students and employees are issued their first card at no cost; Affiliate cards are assessed a fee.

Name Changes

- Preferred names and legal names must be changed through Human Resources (employees) or the Registrar's Office (students). For those with a preferred name properly submitted, the preferred first name and legal last name will be printed on the front of the card and full legal name will be printed on the back of the card. For those with no preferred name, the full legal name will be printed on the front of the card.
- A replacement fee is still assessed for Bronco Cards reissued following a preferred name change.
- There is no replacement fee assessed for Bronco Cards reissued due to a legal name change.

Card Issuance and Replacements

- A Bronco Card may be issued to students upon request if they are registered for classes during the current or a future semester. Students not registered for any current or future classes will not be issued or reissued a Bronco Card. This includes transfer students.
- A replacement fee of \$30 will be assessed for the reissuance of Bronco Cards to students and employees (including lost, damaged, and neglected cards).
- A Bronco Card may be replaced at no cost if it does not work as designed, has a manufacturer defect, or stops working due to appropriate, heavy use.
- Employees are not exempt from replacement rules and fees**.

**A bargaining unit agreement or settlement may supersede this policy