



Your College Card RCS Account

Terms and Conditions

1. The RCS Account is only available to students, staff and contractors of Royal Holloway, University of London.
2. The RCS Account Card remains the property of Royal Holloway, University of London.
3. Any loss of card must be reported immediately to any Customer Service Point or RCS Office.
4. Facilities Management is not liable for any financial loss incurred prior to a card being reported lost/stolen.
5. If you lose your RCS Account Card, you must apply for a replacement at the RCS Office. An administration charge may be levied for any replacement Card issued (£5.00).
6. The RCS Account is strictly non-transferable.
7. Sufficient funds must be in place before a purchase can be made from the RCS Account.
8. RCS Account Cards may grant access to approved doors so please look after your card as you would a key.
9. All access control issues should be raised with your Departmental Administrator in the first instance.
10. The RCS Account may be used in all catering/retail outlets managed by Facilities Management.