



Multiservice Card – PASS'UBFC

By having this card:

- you are a registered student at UB and you can use this as proof;
- you can load money onto the card and pay at certain University restaurants and cafeterias;
- you can borrow books from the University libraries;
- you can access sports activities at SUAPs (sports services);
- you can pay for printing and access IT rooms and buildings.

Section 1 - Electronic Payment

Your multiservice card uses an electronic money system called Izly: www.izly.fr. You must keep it in its cardholder and look after it as it were a bank card. It can only be used by the named student and cannot be transferred.

Section 2 - Using your Card

The card will last you throughout your studies at UB.

How to use your card:

- **You will receive an email from Izly.fr**
You will receive an email addressed to your University email address, name_surname@etu.u-bourgogne.fr giving you the link to activate your Izly account. Click on this link and follow the procedure. If you do receive the activation email, check your junk mail. If you still do not find it, visit the www.izly.fr website and go to the page *Aide et contacts* which will allow you to fill in a form asking for the email to be resent.
- **Charging your Izly card**
You can put money onto your Izly card directly from your bank account by using the process described on www.izly.fr. At the start of each university year after your administrative inscription, the *scolarité office* (your study programme's administrative office) will attach a hologram sticker with the correct university year. If your card is damaged, is lost or stolen please let the *scolarité office* know straight away. Also make sure to immediately inform Izly of the problem through your online account.
 - If your card is stolen: a new card will be given to you once you have provided a declaration.
 - If you lose your card, or it is damaged, you must pay for a new card. You will get your new card once you have paid €8.

Section 3 - Topping up your Card

You can recharge your account from the Izly mobile application or from your online account.

Section 4- Debit

After all payments, your Izly account will be automatically debited for the amount of the service. You will be given a receipt each time you pay for something at a CROUS restaurant. Make sure that you have enough money before you go to pay. Your balance is available on www.izly.fr or via the mobile phone app.

Section 5 - Reimbursing the balance

At any moment you can get back the money from your Izly account which will be transferred to your bank account. You can do this by using the mobile phone app or your Izly account. It is important to follow the Izly reimbursement service as the University of Burgundy, and CROUS cannot directly reimburse you for the remaining money on your card.

For all questions about Izly, please consult *Frequently Asked Questions* (FAQ): <https://mon-espace.izly.fr/home/Faq>.