Western Michigan University Bronco ID Center Policy

All photos are subject to approval by the Western Michigan University Bronco ID Center.

- Sunglasses or other wear which obscures the face is not acceptable unless required for a medical reason, (an eye patch, for example).
- The subject’s expression should be natural with both eyes open.
- A full face view is the only picture accepted.
- Any special request must be submitted to the Bronco ID Center in writing. Please include name, WIN, address, and telephone number. Subject will be notified by mail or by telephone of management’s decision.
- If a subject requests a preferred first name on their Bronco ID card, the preferred name and legal last name will be placed on the front of the card. The subject’s legal first and last name will be placed on the back of their card.
- In the event that a student damages a card through their own negligence they will be assessed a replacement fee of $30. If a card is in good condition and does not work, the card will be replaced at no cost to the student.
- A Bronco I.D. will be provided to a student upon request as long as the person is registered for classes in the upcoming semesters. (If a student requests an I.D. during the summer and they are not currently taking classes but are registered in the fall, an I.D. will be provided. If a student requests an I.D., but who is not currently taking classes and who is not registered for any future classes, an I.D. will not be provided until such time the person has registered for classes. This includes transfer students who are registered for classes in a future semester).

BRONCO CARD FEES ARE AS FOLLOWS:

FIRST CARD.................................................................FREE
REPLACEMENT.........................................................$30.00*
CONFISCATED CARD..............................................$35.00
AFFILIATES CARD....................................................$30.00

*A subject must pay the replacement fee charge of $30 for any name change

Re-takes at a subject’s request will be subject to the $30 replacement fee.

FORMS OF PAYMENT:

Payment must be in cash or credit/debit card (Mastercard, Visa, or Discover).
Coins may not be accepted.
Payments may not be charged to a student account.
When paying in cash, exact amount is preferred.