

The Core Gift Card Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Operations
Parent policy	Financial Management Policy
Approval date	August 23, 2023
Effective date	August 23, 2023
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

The Core is operated by NorQuest College (college) and offers a variety of items for sale to members of the college community and others. The objective of this procedure is to ensure that any and all sales of gift cards comply with applicable legislation and accounting principles. The college values its relationships and this procedure will ensure that sales are managed and calculated in a consistent and equitable manner.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures or the college's management and operation.

Procedure

Gift Card Terms & Conditions and Disclosure:

Gift cards are redeemable at The Core, either in-person or online. They may not be used at any other business, location, or department of the college.

Gift cards cannot be returned, refunded, or redeemed for cash, and may not be used to purchase any other gift cards or be applied against any debts, fees, or monies owing to NorQuest College.

Purchases will be deducted from the card amount until the value reaches zero. No change will be given for any unused balance unless required by law. Additional funds can be added at any time in store or online at <https://thecore.norquest.ca>.

Lost, stolen, or unauthorized cards are the responsibility of the purchaser and will not be replaced.

Gift cards from The Core purchased with college funds that will be given to members of the college community and external parties are subject to the conditions of the [Gifting and Honorarium Procedure](#) – of particular note, the Recording and Reporting Gifts section as well as the treatment of any gift cards not distributed.

Purchasing a Gift Card:

Gift cards may be offered for sale either at the physical store for in-person purchasing or online. All monetary amounts offered will be in Canadian dollars (CAD). The maximum value of a single gift card will not exceed \$500. The minimum value of a single gift card at the point of sale to the customer will not be less than \$10.

Gift Card Disclaimer:

Each gift card will be pre-printed with the following disclosure statement on the back:

"This Gift Card is redeemable at NorQuest College only. Lost, stolen, or unauthorized cards will not be replaced. Gift cards cannot be returned, refunded, or redeemed for cash. Purchases will be deducted from the card amount until the value reaches zero. Additional dollar value can be added at thecore.norquest.ca at any time. This card has no value until activated."

Definitions

College Community: Any student, faculty, administrative or staff member of the college, member of the public serving in a recognized capacity for the college, and employee of an agency contracted by the college.

Related information

NorQuest College

- [Financial Management Policy](#)
- [Gifting and Honorarium Procedure](#)

External

- [Consumer Protection Act](#)
- [Excise Tax Act](#)
- [Gift Card Regulation](#)

Next review date

August 2027

Revision history

Date	Version Number	Action
August 2023	V1	New.