

WELCOME TO THE VENTRA® PACE COLLEGE PROGRAM

Pace Colleges and Universities Administrators

Pace has transitioned to Ventra, the easy way to pay your fare for trains and buses on Pace and CTA. Many colleges in northeastern Illinois are directly served by Pace bus routes. Per Pace fare policy, enrolled college and university students are eligible to ride at a discount by purchasing the *Pace Campus Connection* pass, which offers unlimited rides for an entire semester. All you need is one of the below. Note, college students are not eligible for a discount if they pay per ride or buy 7-day or 30-day products.

- **College Ventra Card** — This allows students to purchase the *Campus Connection* pass
- **College Entitlement Ventra Transit Account** — If students already have a registered Ventra Transit Account, they can be configured to have an active “College” entitlement, which allows them to purchase the *Campus Connection* pass

You can provide your students with both of the above items by completing and mailing the School Order Form for Ventra Pace *Campus Connection* pass. (Order forms are located on the Ventra website at ventrachicago.com.)

Note: Active CTA College/University U-Pass holders do not need to apply for the college entitlement. College students who have an active CTA College U-Pass already have a college entitlement status in their Ventra Transit Account. As a result, they can purchase a *Pace Campus Connection* pass.

Even for those who don't wish to buy the *Campus Connection* pass, Pace advises students to register their Ventra Card on ventrachicago.com or by calling 1.877.NOW.VENTRA (1.877.669.8368). Card registration protects the student's transit value if their Card is reported lost or stolen and gives them access to convenient account management features online or over the phone.

Once students have registered their Ventra Cards and added value, they are ready to tap and board to ride Pace and the CTA.

USING VENTRA — Tips for your students:

- Add transit value to your Ventra Card Account at participating Ventra retailers, Ventra Vending Machines located at CTA rail stations, if registered at ventrachicago.com, and by calling 1.877.NOW.VENTRA. (You can find your nearest Ventra retailer at ventrachicago.com.)
- Once a Ventra Card Account has sufficient transit passes or value, simply tap your Ventra Card on the Ventra Card reader to board trains and buses.
- Register your Ventra Card on ventrachicago.com or by calling 1.877.NOW.VENTRA.
- If your Ventra Card is lost AND was registered, you may cancel it on the associated Pace College Ventra Card Account by calling 1.877.NOW.VENTRA. To get a replacement Pace College Ventra Card please contact your school administrator (\$2 replacement fee will apply).
- For more information, please refer to Ventra Terms of Use located at ventrachicago.com.
- To discuss additional options for your students to use and pay for transit service to your school, please contact Pace at susan.rushing@PaceBus.com.

SCHOOL ORDER FORM – PACE CAMPUS CONNECTION PASS

INSTRUCTIONS

This form is for colleges and universities to order bulk College Ventra Cards for their students, and also to have College Ventra entitlements applied to existing Ventra Transit Accounts. (College Ventra Cards and entitlements allow students the ability to purchase the Pace Campus Connection pass.)

Please complete and mail this form, along with payment, if you're ordering cards.

SCHOOL NAME _____

SCHOOL ADDRESS _____

CITY, STATE, ZIP _____

SCHOOL ADMINISTRATOR _____

PHONE (____) _____ EXTENSION _____ EMAIL _____

REQUESTED DELIVERY DATE _____

For your students who need Ventra Cards

Please complete Sections [A] and [B].

Section [A] – Card Quantity

Please enter the amount of cards you require below:

Item #	Description	Card Cost		Number of Cards		Total Cost
4300-01008-15	Pace College Ventra Card	\$2.00	x		=	

Section [B] – Pass Period

Please select the desired pass period below. (Select one)

August – December	January – May	June – July

NOTE:

- Cards will be shipped active and ready for distribution to the School Administrator.
- It is understood that all Ventra Pace College Cards are the responsibility of the school upon delivery.
- All Cards will be pre-set with the college enrollment period chosen above.
- Please provide the Card numbers of any unissued Cards to Ventra to be re-programmed for the next college enrollment period.
- Personal checks will not be accepted for payment. Please use a money order, cashier's check or school check made out to "Chicago Transit Authority"

For your students who already have Ventra Transit Accounts

A College entitlement status can be applied to your enrolled students' registered Ventra Transit Accounts at no cost. To accomplish this, have your students provide you with their 12-digit Ventra Transit Account IDs, which you can then add to the table below (or attached, if you have more). Please also remember to check one enrollment period below (or attached, if you have more IDs).

Student's Last Name	Enrollment Period			Ventra Transit Account ID															
	Aug. – Dec.	Jan. – May	Jun. – Jul.																

The above Ventra Transit Accounts will be configured with the selected college enrollment period. We will notify you by email when we've added the College entitlement to these Ventra Transit Accounts.

FORWARD ORDER AND PAYMENT TO:

Ventra
 Attn: Pace College Ventra
 P.O. Box 8291
 Chicago, IL 60680

PAYMENT METHOD:

Money Orders, Cashier's Check, Company Check
 Make Payable to: **Chicago Transit Authority**

I understand that College Ventra Cards and entitlements are to be issued only to currently-enrolled college/university students.

Principal's Signature _____

Print Name _____

All orders received will be delivered within 7-10 business days after payment is received.

Attachment: Appendix for additional Ventra Transit Account IDs, if necessary

