

## 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 Ventra college 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

### NOTES:

- 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 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. (Transit Account IDs are located under students' names on their online "Account Summary" page.) Please enter the Transit Account IDs and check one enrollment period below (or attached, if you have more IDs):

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

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.**

Administrator'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

**Appendix to Ventra Pace College Program – School Order Form**

**Listing of Student Ventra Transit Account IDs (Continued)**

**For your students who already have Ventra Transit Accounts**

A college entitlement 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. (Transit Account IDs are located under students' names on their online "Account Summary" page.) Please enter the Transit Account IDs and check one enrollment period below:

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

We will notify you by email when we've added the college entitlement to these Ventra Transit Accounts.