



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	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.

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

