




## ORDER STUDENT VENTRA CARDS IN BULK

2016–2017 School Year

	DO use this form if you are an administrator seeking cards for your school to distribute for the 2016-2017 School Year.
	DO NOT use this form if your school is a Chicago Public School. Visit <a href="http://ventra.cps.edu">ventra.cps.edu</a> for more information.
	DO NOT use this form if you are a student, parent, or guardian looking to order a Student Ventra Card. Visit <a href="http://ventrachicago.com/students">ventrachicago.com/students</a> to find the right form for you.

### ELIGIBILITY

The Student Ventra Card is available to full-time students aged 7-20 years old and it entitles the cardholder to pay a reduced fare for trips taken Monday thru Friday between 5:30AM and 8:30PM on CTA and Pace transportation systems. Rides taken outside of these times will be charged full fare unless the student is under the age of 12 and a parent or guardian has taken the action to qualify for the Student/Child fare.\* Visit [ventrachicago.com/students](http://ventrachicago.com/students) for a breakdown of the reduced fares offered by CTA and Pace.

*\*In order for children under the age of 12 to qualify for a Reduced Fare on CTA outside of the student fare eligibility period, (instead of just Monday thru Friday between 5:30AM and 8:30PM), a parent or guardian must visit the Ventra Service Center with a copy of the child's birth certificate. The Service Center is open Monday thru Friday from 8:00AM to 4:30PM and is located at 567 W Lake Street (2<sup>nd</sup> Floor) Chicago 60661.*

### IMPORTANT - STUDENT REDUCED FARE ENTITLEMENT

The cards you receive **will not entitle students to the Student Reduced Fare indefinitely, only for the 2016-2017 school year.** After 6/30/2017, the student will be charged Full Fare unless you or the student/parent submits their card to Ventra for re-entitlement.

- If you will be renewing the entitlement, you can do so by sending the tracking spreadsheet containing the full card number and expiration date, to be provided with the cards when you receive them, to [ctastudents@ventrachicago.com](mailto:ctastudents@ventrachicago.com).
- If the student/parent is going to be responsible for renewing the entitlement please direct them to use the *Renew Student Reduced Fare Riding Privileges Form* found at [ventrachicago.com/students](http://ventrachicago.com/students).

### MANAGING YOUR CARDS

The Student Ventra Cards you receive will be active and already entitled with the Student Reduced Fare through 6/30/2017. All you have to do is distribute them and record which students have which cards. If you keep track as you go using the spreadsheet provided with the cards, it will be much easier when it comes time to re-entitle the cards in fall for the 2017-2018 school year.

All Student Ventra Cards are the responsibility of the school upon delivery. Because they are active and entitled for the reduced fare, we ask that you notify Ventra of any lost or stolen cards immediately by emailing [ctastudents@ventrachicago.com](mailto:ctastudents@ventrachicago.com) or calling [877-669-8368](tel:877-669-8368) so that we can mark them as lost. It is OK if you do not know exactly which cards were lost or stolen; we will work with you to figure it out.

### REPLACEMENTS

All lost, stolen or damaged cards need to be reported to the CTA.

- Replacement cards can be issued to students from the existing card stock you have on hand. Please note on your tracking sheet that the student's first card was lost, stolen or damaged.
- The cards will be active, and will have a zero balance.
- If the student's lost/stolen/damaged card was registered and/or you know the card number, send it to [ctastudents@ventrachicago.com](mailto:ctastudents@ventrachicago.com).



**SUBMITTING YOUR ORDER**

1. Fill this page out completely and accurately. Incomplete/incorrect forms can result in a delay and potential rejection of the order.
2. Include a money order, cashier’s check or school check for the total balance due (\$2.00 x # of cards ordered). Personal checks are not accepted.
3. Mail this form and payment to the address below. You will receive a confirmation email (if you provided your email address) when we receive your order.
4. **Cards ship within 7-10 business days of receipt of a complete and accurate order and approved payment.** If you have not heard from us or received the cards 10 business days from submitting your order, give us a call at [877-669-8368](tel:877-669-8368).

Item	Card Cost		Number of Cards		Total Cost
Student Ventra Card (4300-01008-15)	\$2.00 per	x		=	

**SCHOOL CONTACT INFO**

SCHOOL NAME: \_\_\_\_\_

SCHOOL ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

SCHOOL ADMINISTRATOR: \_\_\_\_\_

ADMINISTRATOR PHONE: (\_\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_\_

ADMINISTRATOR EMAIL: \_\_\_\_\_ TERM START DATE: \_\_\_\_\_

**AUTHORIZATION**

Signature is required. I understand that Student Ventra Cards are to be issued only to qualified students currently enrolled in an approved program.

Principal’s Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**FORWARD ORDER AND PAYMENT TO:**

Ventra Services  
Attn: Student Ventra – Bulk  
P.O. Box 8291  
Chicago, IL 60680

**PAYMENT METHOD:**

Make *Personal or Cashier’s Check or Money Order*,  
Payable to: **Chicago Transit Authority**