





## RENEW STUDENT REDUCED FARE RIDING PRIVILEGES

2017-2018 School Year

	<b>DO</b> use this form if the student still has a Student Ventra Card from the previous term, but needs to renew the Student Reduced Fare privileges for the new school term.
	<b>DO NOT</b> use this form if the student has never had a Student Ventra Card. Instead, use the <i>New Student Ventra Card Order Form</i> found at <a href="http://ventrachicago.com/students">ventrachicago.com/students</a> .
	<b>DO NOT</b> use this form if the student already had a Student Ventra Card but it was lost or stolen. Instead, use the <i>Replacement Student Ventra Card Order Form</i> found at <a href="http://ventrachicago.com/students">ventrachicago.com/students</a> .
	<b>DO NOT</b> use this form if student attends a Chicago Public School (the school will let us know if the student is still enrolled).

### ELIGIBILITY

The Student Ventra Card is available to full-time students aged 7-20 years old enrolled in an elementary or high school and it entitles the cardholder to 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 automatically be charged the 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 regular Reduced Fare on CTA outside of the student fare eligibility period, 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.*

### SUBMITTING YOUR RENEWAL REQUEST

- Fill out Page 2 of this form completely and accurately, including the stamp or signature from the school. Incomplete/incorrect forms can result in a delay and potential rejection of the request.
- Submit the completed form
  - via regular mail to **Ventra Services ATTN: Student Ventra PO Box 8291 Chicago, IL 60680**,
  - via email to [ctastudents@ventrachicago.com](mailto:ctastudents@ventrachicago.com), or
  - via fax to [312-283-1692](tel:312-283-1692).
- You will receive a confirmation email (if you provided your email address) when we have processed your renewal request. If you have not received a confirmation email within 3 business days of submitting your request, check the student's account and call us at [877-669-8368](tel:877-669-8368) if it is still being charged Full Fare.

### IMPORTANT TO KNOW

You are requesting to renew the Student Reduced Fare riding privileges through 6/22/2018. The card will change back to Full Fare after that. You must renew your privileges in the fall for every new school year (and again in the late spring if you are attending summer school) using the *Renew Student Reduced Fare Riding Privileges Form* found at [ventrachicago.com/students](http://ventrachicago.com/students).

Student Ventra Cards are not automatically registered. Registering your card is optional but has many benefits including protection of your transit value if your Card is lost or stolen, access to convenient account management features online or via the Ventra App, and e-mail notifications with important messages about your account. Register at [www.ventrachicago.com](http://www.ventrachicago.com) or by calling [877-669-8368](tel:877-669-8368). If you already have a Ventra web account, simply log in and click on Register a Ventra Card. By following this process, you can add new cards to your existing account without having to create a separate online account. It does not matter whether you register the card to the student or parent.

**STUDENT (CARDHOLDER) INFORMATION**

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ APT./SUITE \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

**FULL CARD NUMBER OR TRANSIT ID OF THE STUDENT'S CARD (WE ONLY NEED ONE OR THE OTHER – NOT BOTH)**

If you need help finding either of these numbers, please give us a call at [877-669-8368](tel:877-669-8368) and be prepared with the student's name and the approximate date that you ordered and/or received the card you are attempting to renew.

**Transit Account ID:**

**Card Number:**

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6	3	7	0																	
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**PARENT OR LEGAL GUARDIAN INFORMATION**

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_

PRIMARY PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

*Note: Providing your phone and/or email address is important. It allows us contact you if there are any problems with your request and send you important updates about the student fare program.*

**SCHOOL INFORMATION**

*Note: We require a signature or stamp/seal from the school. We will not process entitlement requests submitted without at least one of these.*

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

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

PRINCIPAL (OR OTHER REPRESENTATIVE) NAME: \_\_\_\_\_

PRINCIPAL (OR OTHER REPRESENTATIVE) SIGNATURE: \_\_\_\_\_

SCHOOL STAMP OR SEAL (REQUIRED IF YOU DO NOT HAVE THE REQUESTED SIGNATURE ABOVE):

Submit the completed form via regular mail to [Ventra Services ATTN: Student Ventra PO Box 8291 Chicago, IL 60680](mailto:ctastudents@ventrachicago.com), email to [ctastudents@ventrachicago.com](mailto:ctastudents@ventrachicago.com), or fax to 312-283-1692.