



**Regency-RMCAD Direct Transportation Service Agreement
Fall 2008**

1. Transportation between the RMCAD campus and The Regency student housing is available to enrolled RMCAD students residing at The Regency who return this signed agreement, along with payment of \$200.
2. The fee for direct RMCAD-Regency direct transportation service is a flat rate of \$200 for the Fall 2008 semester, regardless of actual student usage. Limited refunds may be available; see details in item #10, below.
3. Direct transportation service is available during the week (Monday-Friday, excluding holidays and breaks) when RMCAD is in session for classes. Students are responsible for reviewing the emergency closure procedures sent to students at the start of each semester.
4. For the purposes of this agreement, the first 40 students to submit this agreement, along with the required \$200 fee, will receive priority registration. Priority status in one semester does not guarantee priority status in any subsequent term.
5. Students submitting this agreement and the required fee after the initial 40 priority registrations have been received will be placed on a temporary wait list. In these cases, payment will be held in a secure location and will not be charged until the student has been moved to the shuttle list from the temporary wait list.
6. The fee for the transportation service will be reflected on the student account, although the payment must be pre-paid and made separately. RMCAD accepts the following forms of payment: check, VISA, MasterCard, American Express and Discover.
7. Priority registration offers students their first choice of shifts based on the availability of runs set in accordance with the RMCAD class schedule. Priority registrants will be able to reserve spots (maximum of 4 shifts/day in accordance with their class schedule only) first, and will have choice of all available runs.
8. Students moved from the temporary wait list will have their choice of runs (maximum of 4 shifts/day in accordance with their class schedule only) based on availability of space on each run once priority registrants have selected their shifts. Students on the temporary wait list will be contacted after August 15 to schedule shifts. Wait listed students will be offered run choices in the order in which this agreement and fee are received.
9. Students participating in priority registration must select their shift preferences prior to August 15. Students who do not have a set class schedule prior to August 15 will forfeit their priority registration status. Registration for students on the temporary wait list will occur on a rolling basis starting on August 18 and continuing through the first week of the semester.
10. In the event of a change to the student's class schedule after August 15 and after the student has selected shifts, the student may select different shifts; however there will be no guarantee of availability. In cases in which an agreeable reschedule of runs is not available, the student may opt to cancel the direct RMCAD-Regency transportation service and receive a full refund. Please note that this full refund is only available in the case of a cancellation of service because of a change in class schedule during the add/drop period of the semester; otherwise, the College's refund policy applies. It is the responsibility of the student to immediately notify the Dean of Students in the event of a schedule change during the add/drop period, in order to reschedule runs or cancel service.
11. At times, winter driving conditions or other roadway disruptions may cause unavoidable transportation delays. All efforts will be made to maintain punctual service; however road conditions may prevent this at times. The safety of all students and drivers is of the utmost importance. The College is not responsible for excusing students for tardy arrival or absences in these cases. Students should speak with individual instructors for information about class specific policies regarding tardiness or absences.
12. Transportation registration does not apply when the RMCAD van or bus is used for transportation other than the Regency-RMCAD direct transportation service (i.e. field trips, gallery visits, other events and activities).
13. Students will be asked to present their RMCAD issued Student Identification card prior to boarding the bus/van. Students refusing to do so may be denied riding privileges.
14. The College's driver will not delay departure due to student tardiness or requests for delayed departure. The driver will make every effort to depart on time for all scheduled shifts.
15. The College is not responsible for providing transportation to students who miss scheduled shifts.
16. Students registered for the direct transportation service may ride the bus or van outside of their regularly scheduled run(s) only if a spot is available at the time of departure.
17. The driver reserves the right to refuse service to any student. Such cases will be brought to the attention of the Dean of Students.
18. Passengers are expected to use their safety belts at all times when riding in the RMCAD bus or van.
19. RMCAD van and bus passengers are covered under the College's auto insurance.
20. This agreement is in place for the Fall 2008 semester only; a new agreement will be offered prior to each term.

**Mail your signed agreement along with your payment information or check to:
RMCAD, Attention: Dean of Students; 1600 Pierce Street; Denver, CO 80214**

Agreed to by _____ Date: _____
(student's printed name)

Signature: _____
(student's signature or parent/guardian if under 18)

STUDENT PHONE # (during the month of August): _____ STUDENT EMAIL: _____

PAYMENT: Check enclosed _____ or Credit Card _____ Card type: _____ Name on the card: _____ Credit card #: _____ Credit card security code (on reverse of card): _____ Expiration date: _____ Signature of cardholder: _____
