



**Regency-RMCAD Direct Transportation Service Agreement  
Fall 2011**

**Priority Deadline for Registration: August 5, 2011**

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 **\$250**.
2. The fee for the RMCAD-Regency direct transportation service is a flat rate of **\$250** for the Fall 2011 term, regardless of actual student usage. Limited refunds may be available; see details in item #7 below.
3. Direct transportation service is available during the week (Monday-Friday, excluding holidays and breaks) when RMCAD is in session for classes.
4. The Director of Student Life will publish a schedule of runs and make the schedule available to all registered student riders. If adjustments are made to the regular schedule during the term, registered riders will be notified via RMCAD email of any changes.
5. 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.
6. Priority registration offers students their first choice of shifts based on the availability of runs set in accordance with the RMCAD class schedule.
7. If an agreeable schedule of runs is not available to the student after registering for the service and within the first two weeks of the semester, the student may opt to cancel the RMCAD-Regency direct 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 Director of Student Life in the event of a schedule change during the add/drop period, if cancellation of service is requested.
8. At times, weather 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.
9. Transportation registration does not apply when the RMCAD van or bus is used for transportation other than the RMCAD-Regency direct transportation service (i.e. field trips, gallery visits, other events and activities).
10. Students will be asked to present their RMCAD issued Student Identification card with the Regency-RMCAD Shuttle validation sticker attached prior to boarding the bus/van. Students refusing to do so may be denied riding privileges.
11. 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.
12. The College is not responsible for providing transportation to students who miss scheduled shifts.
13. The driver reserves the right to refuse service to any student. Such cases will be brought to the attention of the Director of Student Life.
14. Passengers are expected to use their safety belts at all times when riding in the RMCAD bus or van.
15. RMCAD van and bus passengers are covered under the College's auto insurance.
16. This agreement is in place for the Fall 2011 term only; a new agreement will be offered prior to each term.

**Mail or deliver your signed agreement along with your payment information or check to:  
RMCAD, Attention: Director of Student Life; 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 # : \_\_\_\_\_

STUDENT'S EMAIL: \_\_\_\_\_

**PAYMENT METHOD:** Check enclosed  or Credit Card  Card type: VI MC AMEX DISCOVER

Name on the card: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Credit card #: \_\_\_\_\_ Credit card security code (on reverse of card): \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_