

Subject: Hampton Roads Transit (HRT) Passes

1. Purpose	1
2. Policy	1
3. Responsibilities.....	2
4. Procedures	2
4.1 Obtaining the HRT GoSemester Pass.....	2
4.2 Obtaining Para-Transit Passes.....	2
4.3 Staff and Non-Credit Student Purchase of HRT Passes	2
4.4 Use of HRT Services	2
4.5 Lost, Stolen, and/or Damaged HRT Passes	3
5. Definitions.....	3
6. References	3
7. Review Periodicity and Responsibility	3
8. Effective Date and Approval	3
9. Review and Revision History	3

1. Purpose

This policy addresses the proper distribution of the Hampton Roads Transit (HRT) GoSemester and Para-Transit Passes to Tidewater Community College (TCC) students. HRT services include the use of buses, light rail, and ferries.

2. Policy

Tidewater Community College shall provide discounted HRT GoSemester and Para-Transit Passes for purchase to currently enrolled students. A student for the purpose of this policy is defined as one who is currently enrolled in one or more credit hour classes and has paid his/her tuition associated with those credit hours in accordance with [TCC Policy 4201 – Tuition, Fees & Other Receipts](#).

All passes are subject to HRT’s rules and regulations.

Passes are subject to termination due to disciplinary actions taken by the college. Passes are for the assigned student only and any sharing of such shall be reason for immediate termination of the pass. Students trying to return a pass that has been

issued to another student/employee will have that pass confiscated and face possible disciplinary action by the college.

HRT GoSemester passes shall be deactivated during the semester if enrollment with the college ceases.

HRT GoSemester passes are non-refundable.

3. Responsibilities

The Vice President for Finance shall develop and maintain procedures that are consistent with this policy.

4. Procedures

4.1 Obtaining the HRT GoSemester Pass

4.1.1. Requirements each Semester

- Must be currently enrolled in at least one or more credit classes
- Must have current TCC Identification Card
- Must have paid tuition (includes approved financial aid, third-party sponsor, or approved waiver)
- Must pay for the pass and sign receipt log indicating receipt of a GoSemester Pass

4.2 Obtaining Para-Transit Passes

4.2.1 Requirements each Semester

- Must be currently enrolled in at least one or more credit classes
- Must have a current TCC Identification Card and current HRT Para-Transit Card
- Must have paid tuition (includes approved financial aid, third-party sponsor, or approved waiver)
- Must pay for the appropriate number of Para-Transit passes (two per each day of classes, plus two additional passes per week for college-related activities not occurring on class specific days) and signs receipt log indicating receipt of the Para-Transit Passes.

4.3 Staff and Non-Credit Student Purchase of HRT Passes

HRT GoSemester passes are available for purchase at TCC's discounted contract price; the credit student discounted rate shall not apply.

4.4 Use of HRT Services

Students and staff must show their current TCC ID Card and their HRT GoSemester Pass or Para-Transit Pass and Para-Transit ID Card when using HRT services.

4.5 Lost, Stolen, and/or Damaged HRT Passes

Students may visit any campus Business Office to report a pass as lost, stolen, or damaged. Replacement passes may be purchased at the full price while supplies last.

5. Definitions

Tuition – an acceptable form of payment as indicated in [TCC Policy 4201 – Tuition, Fees & Other Receipts](#).

6. References

[TCC Policy 4201 – Tuition, Fees & Other Receipts](#)

7. Review Periodicity and Responsibility

The Vice President for Finance shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions. The policy shall also be reviewed when changes to the relevant policies and procedures are made.

8. Effective Date and Approval

This revision of the policy is effective upon its approval by the College President on December 14, 2017.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D.
President

Procedure Developed:

Phyllis F. Milloy
Vice President for Finance

9. Review and Revision History

The initial version of this policy was approved December 15, 2011.

- Revision 1
 - Modified the stipulation for reissuance of HRT GoPass365.

Approved December 13, 2012 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 2
 - Modified to reflect the transition from the GoPass365 to the 30-Day GoPass.

Approved July 11, 2013 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 3
 - Modified to reflect the transition from the 30-Day GoPass to the HRT GoPass365.

Approved December 11, 2014 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 4
 - Modified to reflect the transition from the HRT GoPass365 to the HRT GoSemester Pass.

Approved July 7, 2016 by President Edna V. Baehre-Kolovani, Ph.D.

- Revision 5
 - Allows the purchase of a second HRT pass if a pass is lost, stolen, or damaged.

Approved December 14, 2017 by President Edna V. Baehre-Kolovani, Ph.D.