

**RTD Fee Waiver Request
Information, Process, and Waiver Request Form for the Anschutz Medical Campus (AMC)**

**If you are requesting to waive the RTD College Pass fee, you may do so
if your physical address is outside of the RTD District.**

**Waivers will be granted only if it is determined that the student's physical address
is located *outside* of the RTD service district.**

**If a student maintains *any* physical address within the RTD District,
the student must pay the RTD College Pass Fee.**

Only degree seeking students enrolled in a degree program at AMC are eligible to participate in the AMC RTD College Pass program.

Students enrolled at the AMC as non-degree seeking and/or certificate students are not eligible, and cannot opt in to the program. They do not need to waive the fee, as the fee will not be charged to their tuition/fee bill.

Students requesting the waiver must submit the RTD Waiver Request Form to the Student Assistance Office (SAO), available through the SAO website www.ucdenver.edu/studentassistance, or hardcopies are available at the front desk of the Student Assistance Office (3123 of Ed II North).

Eligibility

A. For students who live within the State of Colorado, but outside the RTD Service area:

Student's physical address must be located outside the RTD service district – this will be determined by considering variables including, but not limited to: student's addresses in the Student Information System, RTD route information for student's physical address, RTD parking information using student's registration/license plate information, and the address for student's vehicle registration/license plate.

Physical address is defined as address where the student currently lives. It is unlikely that a student would have more than one physical address, but in the event that a student does maintain more than one physical address, if any physical address is within the RTD service district, the student is not eligible for the waiver.

If you're unsure about whether you live within, or outside the District, follow these steps while on the RTD website: proceed to the RTD Website license plate lookup, at <http://www.rtd-denver.com/HowToPark.shtml>:

- Scroll down and enter your **Colorado** License plate number.
- If the RTD results indicate your license is OUT of district:
 1. Please SELECT all relevant text in the page (click and drag works the best).
 2. COPY it
 3. PASTE it in a blank email that you'll forward to the Student Assistance Office (SAO) (Cheryl.Gibson@ucdenver.edu)
 4. Don't forget to ATTACH the **waiver form** before sending your email to the SAO.

Note: For students who have any physical address within the RTD District, but whose license plates are still registered outside of the RTD District - no fee waiver will be granted.

The RTD College Pass program was initiated on the AMC campus utilizing a student referendum process. AMC students passed the referendum with the understanding that it is an 'all-in' program. Therefore, waivers will not be granted for students who live within the service district, but who feel they will not use the pass.

B. For students whose physical address is outside the State of Colorado, who are primarily on-line degree seeking students with *occasional* periods of didactic/clinical rotations in Colorado, please complete this form (without the RTD Parking Management directive), and send it into the Student Assistance Office, following the deadlines indicated.

C. Currently, RTD allows persons with a United States Military ID to ride free of charge. Students currently in the military may request a waiver of the College Pass fee by submitting a completed waiver form and a copy of their current United States Military ID. NOTE: The military may or may not pay the RTD College Pass fee. If the student discovers AFTER the waiver deadline that the military is not paying the fee, a late waiver request will NOT be accepted, and the student will be billed for the fee that term. The student may submit a waiver for subsequent terms.

D. Students currently holding an EcoPass from an employer may waive the RTD Fee through the date the EcoPass is valid. Please submit a completed waiver form and a copy of your EcoPass (the expiration date must be legible). Do not submit a 2011 waiver request with a 2010 EcoPass...wait until the 2011 EcoPass is available.

E. If a student is enrolled in an elective that *specifically* is designed to send a student away and out of the RTD District (for the *elective*, not during a semester with some ‘away’ clinical rotations) the RTD fee may be waived.

F. For students who are on clinical rotation outside the RTD Service area – no fee waivers are granted.

G. For students who are out-of-state residents whose physical address is within the RTD District, but who maintain their out-of-state license plates – no fee waivers are granted.

You only have to waive the College Pass fee ONCE per RTD contract year (Fall through Summer), unless otherwise stated above.

Deadlines:	Spring 2011:	January 25, 2011
	Summer 2011:	June 15, 2011
	Fall 2011:	September 20, 2011

Process

1. Start by completing the waiver form on the last page of this document, and saving it where you can browse and re-attach it to another email later.
2. Attach additional documentation (as indicated above, or other documentation you may have available).
3. Email the waiver form and additional documentation to the Student Assistance Office (SAO) (Cheryl.Gibson@ucdenver.edu) or return the waiver form and additional documentation to the Student Assistance Office, RTD College Pass, 13120 East 19th Avenue, Box A-043, Aurora, CO 80045, or bring it to the Student Services Suite, 3123 of Ed II North.

The Director of the AMC Student Assistance Office will evaluate the fee waiver request.

If granted, the fee will be removed from the student’s tuition/fee bill, and the student will be notified by email from the SAO. Please allow 7-10 business days for this to occur.

If denied, the fee will remain on the student’s tuition/fee bill, and the student will be notified by email from the SAO.

If the waiver request is denied, a student can appeal the decision based on new information/documentation. To appeal, the student needs to contact the Senior Director of Student Services directly at Lynn.Mason@ucdenver.edu.

The Senior Director of Student Services will consider all materials, including emails, waiver form and additional materials submitted by the student. The Director of Student Services will make a final determination whether the waiver is to be granted, and correspond directly to the student.

**RTD Fee Waiver Request Form
Anschutz Medical Campus
2011**

You may email this waiver request and type in your name as an electronic signature.

The SAO is not responsible for email / postal service delivery failure – if this office doesn't receive your complete waiver request including required documentation by the deadline, you will be assessed the RTD College Pass fee.

Name	
Student ID#	
Email Address	
School/Program	
Physical Address (include city/state/zip) (If you have more than one physical address, please list them all.)	
License Plate State and #	

I am requesting a waiver of the RTD College Pass fee. I understand a waiver will be granted based the Student Assistance Office's determination on my physical address being outside of the RTD service district, as indicated.

I understand that providing false and/or misleading information regarding the location of my physical address and/or license plate registration is a VIOLATION of the University of Colorado Anschutz Medical Campus (and my Program) Honor Code.

Further, I understand once I waive this benefit, I cannot 'opt in' for subsequent terms during the RTD contract year unless I provide proof that I have moved my residence to a location within the RTD service district, and that my vehicle has been properly registered reflecting the new address.

Signature

Date Signed

Please return this form and any required documentation to the
Student Assistance Office, RTD College Pass, 13120 East 19th Avenue, Box A-043, Aurora, CO 80045
or bring it to the Student Services Suite, 3123 of Ed II North

OR

email this form (type in your name as an electronic signature) following the instructions above
(include waiver form and additional documentation, as indicated above)
to Cheryl.Gibson@ucdenver.edu

OR

FAX to the Student Assistance Office, with required documentation 303/724-7685