

Subject: Hampton Roads Transit (HRT) Passes

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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 and TCC employees. 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 satisfied tuition and fees associated with those classes in accordance with [TCC Policy 4201 – Tuition, Fees, and 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 are non-refundable.

3. Responsibilities

The Vice President for Administration & Chief Financial Officer 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 obtain at a campus business office.
- Must be currently enrolled in at least one or more classes.
- Must have current TCC Identification Card or be enrolled in a Workforce Solutions program.
- Must have satisfied tuition (includes approved financial aid, third-party sponsor, or approved waiver).
- Must pay for the pass, charge to financial aid, or use an approved program-specific waiver.
- Must sign receipt log indicating receipt of a GoSemester Pass.

4.2 Obtaining Para-Transit Passes

4.2.1 Requirements each Semester

- Must obtain at an Educational Accessibility office.
- Must be currently enrolled in at least one or more classes.
- Must have a current TCC Identification Card (or be enrolled in a Workforce Solutions program), and current HRT Para-Transit Card.
- Must have satisfied tuition and fees (includes approved financial aid, third-party sponsor, or approved waiver).
- Must sign the receipt log indicating receipt of the Para-Transit Passes. Para-Transit Passes are available from the Office of Educational Accessibility (two per each day of classes, plus two additional passes per week for college-related activities not occurring on class specific days).

4.3 TCC Employee Purchase of HRT Passes

Discounted HRT GoSemester passes are available for purchase at TCC's campus business offices. Employees must sign the receipt log when the a GoSemester Pass is received.

4.4 Use of HRT Services

Students and employees 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 and employees 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, and Other Receipts](#).

6. References

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

[TCC Policy 1302 – College Identification Cards](#)

7. Review Periodicity and Responsibility

The Vice President for Administration & Chief Financial Officer 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 March 4, 2024.

Policy Approved:

Marcia Conston, Ph.D.
President

Procedure Developed:

Heather Hardiman
Vice President for Administration
& Chief Financial Officer

9. Review and Revision History

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

Revision	Description	Date Approved
1	Modified the stipulation for reissuance of HRT GoPass365..	December 13, 2012

2	Modified to reflect the transition from the GoPass365 to the 30-Day GoPass.	July 11, 2013
3	Modified to reflect the transition from the 30-Day GoPass to the HRT GoPass365.	December 11, 2014
4	Modified to reflect the transition from the HRT GoPass365 to the HRT GoSemester Pass.	July 7, 2016
5	Modified to include the purchase of a second HRT pass if a pass is lost, stolen, or damaged.	December 14, 2017
6	Modified Para-Transit requirements and updated position titles.	March 4, 2024