

**UW TACOMA EMPLOYEE AND STUDENT U-PASS PURCHASE AGREEMENT**

**Please read the following U-Pass agreements prior to signing this form:**

- 1) **IMPORTANT ROUTE INFORMATION: The U-Pass is not valid for use on Intercity Transit bus routes. Commuters from the Olympia/Lacey area should contact Pierce Transit for detailed information.**
- 2) The U-Pass is a benefit provided to me as a permanent employee or student currently enrolled in credit courses and is to be used only during the period that I am employed by or am a student at UWT. No refunds will be issued if employment is suspended, terminated or if a student leaves prior to the expiration of the pass.
- 3) I will return my U-Pass upon request or when I leave my employment or attendance with UWT. If I do not return my U-Pass, I authorize the amount for each remaining quarter to be withheld from my final paycheck or charged as student fees.
- 4) I will use my U-Pass for my own transportation only and will not transfer it to any other person. Misuse may result in confiscation and/or the loss of future purchase rights.
- 5) I will keep my U-Pass secure and in good condition. I will immediately report a lost, stolen, or damaged U-Pass to the University of Washington, Tacoma Cashier's office.
- 6) I understand that if supply is available, a lost U-Pass will be replaced only once per year to be charged as follows: **Nine-Month Pass (Employees only)** - \$30 for the current quarter and \$25 for each remaining quarter. **Quarterly Pass (Employees/students):** \$30 per quarter. Replacement fees are non-refundable & cannot be cancelled or reversed if the sticker is found. The replacement U-Pass fee does not include the price for a replacement ID card, this fee is separate.
- 7) If UWT subsidizes a fixed amount for my vanpool fare via the U-Pass, I understand that I am responsible for any remaining balance of the fare.
- 8) I understand that the university may provide a list of names of U-Pass purchasers to the sponsoring transit agencies for the purpose of confirming that the purchase has been made in accordance with the terms stated above.
- 9) **All sales are final.**

**Please check the box next to the appropriate option below:**

**Employees (\$60 per quarter):** I am a permanent employee at UW Tacoma currently employed at least 20 hours per week and wish to pay by cash, check or Visa/MasterCard for my current quarter pass.

**Employees (\$60 QUARTERLY PASS, PAYROLL DEDUCTION):** I am a permanent employee at UW Tacoma currently employed at least 20 hours per week. By signing below, I authorize **pre-tax payroll deduction** over six pay periods for the current quarter only.  
**QUARTER SELECTED: AUT**  **WIN**  **SPR**  **SUM**

**Employees (\$180 NINE-MONTH PASS, PAYROLL DEDUCTION ONLY):** I am a permanent twelve month paid employee at UW Tacoma, currently employed at least 20 hours per week. By signing below, I authorize **pre-tax payroll deductions** in equal amounts for the term selected (**AUT 08, WIN 09, SPR 09**).

**SUMMER QUARTER ONLY (\$60 LUMP SUM PAYROLL DEDUCTION FOR FACULTY):** I am currently a faculty member at the UW Tacoma. I acknowledge that while I will continue to be a UWT employee, I will not be in a paid status for part of the summer quarter. By signing below, I authorize the pre-tax payroll deduction to be taken in a **lump sum from one pay period**.

**Students (\$45 per quarter):** I am a student at the UW Tacoma currently enrolled in credit courses and wish to pay by check, cash or Visa/MasterCard for my current quarter pass.

By signing below I acknowledge receipt of my U-Pass and understand/agree to the terms stated above:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

***For Finance Office Use Only***

U-Pass #: \_\_\_\_\_ SID #: \_\_\_\_\_ Check  Cash  Debit/CC

1) U-Pass Returned  2) Replaced  3) Return/ Replacement Date \_\_\_\_\_