

# Policy on Tickets and Off-Campus Transportation Policies for Student Activities Board Events

## Purpose

The purpose of this policy is to outline the regulations regarding the sale of tickets, ticket policies, and transportation policies for events sponsored by the Student Activities Board.

## Scope

This policy applies to all undergraduate students.

## Policy

### General

- Off-campus trips organized by the Student Activities Board (SAB) are open to matriculated Seton Hall undergraduate students only. Tickets for off-campus trips are not available for purchase by faculty, staff, or alumni.
- All ticket sales are completed online at <http://SetonHallSAB.eventbrite.com>.
- There is a one (1) ticket per student limit. If a student obtains two (2) or more tickets to a SAB sponsored event he/she will forfeit the additional ticket(s).
- Ticket availability is not guaranteed. If a Student Activities Board trip/event sells out, students have the option to add themselves to the wait list. If a ticket becomes available, SAB advisors will reach out to the first person on the wait list (and continue down the list as tickets become available). When a ticket becomes available, the student will receive an e-mail to claim the ticket and enter payment information. Students are given a limited amount of time (6 hours) to claim the ticket. If he/she fails to claim the ticket within the 6-hour timeframe, he/she forfeits his/her spot to the next student on the waitlist.
- A student is required to provide his/her Eventbrite ticket voucher and SHU ID to receive his/her ticket.
- A majority of off-campus trips will provide bus transportation with the exception of events located in New York City. For off-campus trips organized to New York City, students have the option to purchase train tickets through the Office of Student Activities.
- Students must abide by the Student Code of Conduct and any other local, state, and federal policies at all times.
- There will be no refunds for lost, unwanted, or unused tickets. Refunds will only be made if the Office of Student Activities or Seton Hall University cancels the event.
- Although all sales are final, a student who is no longer available to attend a Student Activities Board sponsored trip may exchange his/her ticket with another student. Both students must notify the SAB advisors of the exchange by e-mailing [studentactivities@shu.edu](mailto:studentactivities@shu.edu).
- SAB tickets are NOT for resale. Any student found to have resold a SAB ticket will be subject to sanctions according to the Student Code of Conduct.
- The Student Activities Board offers two types of off-campus trips: trips that provide bus transportation and trips that require advance ticket pick-up.

### Off-campus trips with provided bus transportation

- A student is required to provide his/her Eventbrite ticket voucher and SHU ID during check-in at all off-campus trips.

- A student must complete the “Seton Hall University Trip Waiver Form” prior to getting onto the bus. If the excursion/venue requires physical tickets to gain entrance, students will receive his/her ticket once seated on the bus.
- Students are responsible for reading the event details shared on the Eventbrite page. This page includes departure information and details about the event/ticket package.
- All trips will depart from the WSOU side of Richie Reagan Recreation Center unless otherwise stated. Students should arrive 15 minutes prior to departure time.
- Students must use transportation provided by the Office of Student Activities to the event. If a student does not use the provided transportation to the event, he/she forfeits his/her ticket. If a student decides to separate and not return with the group back to campus, he/she recognizes that the University is not responsible for his/her return transportation.
- Standby tickets may be available the day of the event. Students may show up at bus check-in for a standby number. After all ticket holders are checked-in, it is first to come, first served from the standby line. Students on standby line must join the Eventbrite waitlist in order to purchase the standby ticket, should it become available.

#### Off-campus trips that require advance ticket pick up

- A student is required to provide his/her Eventbrite ticket voucher and SHU ID when picking up a ticket for an off-campus trip.
- A student completes the “Seton Hall University Trip Waiver Form” prior to receiving his/her ticket.
- If a student fails to pick up his/her ticket during the dates listed on the Eventbrite page, he/she forfeits his/her ticket to a student on the waitlist.
- A student is responsible for reading the event details shared on the Eventbrite page. This page will inform the student of the dates/times to pick up his/her tickets for the event and details about the event/ticket package.
- Transportation is not included in the purchase of an event ticket. A student has the option to purchase round trip NJ Transit tickets from the Office of Student Activities. Round trip tickets will be available to a student on the Eventbrite page for an additional cost. In order to purchase round trip NJ Transit tickets, he/she must have purchased a ticket to the show.

#### Bus Transportation

A student who attends trips sponsored by the Student Activities Board is required to take the provided transportation in order to attend and receive his/her ticket for the event. If a student decides to separate from the group, he/she recognizes that the University is not responsible for his/her transportation.

#### NJ Transit Tickets

A student has the option to purchase round trip NJ Transit tickets from the Office of Student Activities. Round trip tickets will be available to a student on the Eventbrite page for an additional cost. In order to purchase round trip NJ Transit tickets, he/she must have purchased a ticket to the show.

#### Online Wait List

If a Student Activities Board trip sells out, a student has the option to add him/herself to the wait list. If a ticket becomes available, SAB advisors will reach out to the first person on the wait list (and

continue down the list as tickets become available). When a ticket becomes available, the student will receive an e-mail to claim the ticket and enter payment information. A student is given a limited amount of time (6 hours) to claim the ticket. If he/she fails to claim the ticket within the 6-hour timeframe, he/she forfeits his/her spot to the next student on the waitlist.

#### Stand By Tickets

Standby tickets may be available the day of the event. Students may show up at bus check-in for a standby number. After all ticket holders are checked-in, it is first to come, first served from the standby line. Students on the standby line will be prompted to join the Eventbrite waitlist in order to purchase the standby ticket, should it become available. Standby tickets are not guaranteed.

#### Refund Policy

All sales are final. There will be no refunds for lost, unwanted, or unused tickets. Refunds will only be made if the Office of Student Activities or Seton Hall University cancels the event.

#### Resale of Tickets

SAB tickets are NOT for resale. Any student found to have resold a SAB ticket will be subject to sanctions according to the Student Code of Conduct.

#### Ticket Exchange

If a student is no longer available to attend a Student Activities Board sponsored trip, he/she may exchange his/her ticket with another student. Both students must notify the SAB advisors of the exchange by e-mailing [studentactivities@shu.edu](mailto:studentactivities@shu.edu).

Approved  
Tracy Gottlieb, Ph. D.  
Vice President for Student Services  
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