



**DARE TO DO MORE**

## **Parking Permit Refund Procedures**

### **\*\*Refund Policy\*\***

Refund for Parking will be granted only within the first two weeks of the Fall I and Spring I semesters (and only in the first week of the Fall II and Spring II sessions) due to Class Withdrawals, Leave Of Absence or Non-reappointment.

Refund will be Prorated based on Parking History.

#### ***Check List of Required Documents:***

- *Completed Application*
- *Letter to Office of Finance and Business\**
- *Parking History \*\**
- *Proof of Purchase \*\**

1. Completely fill in application and print out.
2. \*Type and print a letter to the Office of Finance and Business briefly outlining reason for refund. Include semester(s), type of payment, and amount(s) paid.
3. \*\*Go to the Bursar Office (C – 110) and request a copy of your parking history, to indicate the last time the permit was used, and a copy of a receipt/ proof of purchase.
4. Attach the application, letter, and other required documents and bring hardcopies to E-413.
5. Documents will be reviewed and, if approved, a refund check will be mailed to the address provided on the application.



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## Parking Permit Refund Form

Date: \_\_\_/\_\_\_/\_\_\_\_\_

TO BE COMPLETED BY APPLICANT:

**5-Digit Parking Access car ID # (first 5 digits on back of card):** \_ \_ \_ \_ \_

Indicate the semester(s) and year the refund request is for.

- Annual ( 20\_\_\_ / 20\_\_\_ )
- Fall I (20\_\_\_ )
- Fall II (20\_\_\_ )
- Spring I (20\_\_\_ )
- Spring II (20\_\_\_ )

Name (First Name & Last Name): \_\_\_\_\_

Address (City, State, & Zip Code): \_\_\_\_\_

[Where refund will be sent] \_\_\_\_\_

Telephone # (Best # to reach you): (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

- \* I am (Check One):
- |  |  |
|--|--|
| <input type="checkbox"/> Faculty - Full-Time | <input type="checkbox"/> Staff - Full-Time   |
| <input type="checkbox"/> Faculty - Part-Time | <input type="checkbox"/> Staff- Part-Time    |
| <input type="checkbox"/> Student - Full Time | <input type="checkbox"/> Student - Part Time |

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Business Office only**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office of Finance and Business**