

As of Nov 23, 2020

PARKING TICKET / FEE REFUND PROCEDURE

Be sure to inquire and print a copy of the payment information and tickets to make sure the refund is necessary. Double check ticket dates, payments and receipt dates. Submit a copy of checks and receipts to verify overpayment.

Fee refunds are only available for gate card fees and boot removal fees.

PARKING PERMIT FEE REFUND PROCEDURE

Refunds apply only to annual permits purchased in full. Permits purchased on monthly payroll deduction are not eligible for a refund. There are no refunds available for temporary permits.

Full refunds:

- a. Refund request received and permits disabled by the 12th class day of the long semester in which the permits are purchased.
- b. Refund request received and permits disabled by the 4th class day of the summer semester in which the permits are purchased.

Prorated refunds:

- a. If Parking Services receives a completed refund request form within 30 days of a qualifying event, the refund amount will be prorated monthly based on the amount of time the permit was active, through the month of the qualifying event. Being enrolled in or participating in 1) online classes, 2) university affiliated internships, or 3) student teaching is not a qualifying event.
- b. Qualifying Events:
 - Withdraw from the current semester, in accordance to the withdrawal schedule
 - Transfer from the University
 - Graduation (not Walking / participation in Commencement)
 - Faculty or Staff PCR separation / retirement
- c. Ticket, Fee and Other refund requests will be evaluated on a case-by-case and are not guaranteed to receive a refund.

**PARKING SERVICES
REFUND FORM**

Last Name, First Name, MI

NetID or PLID

Phone Number

Address Line 1

Address Line 2

City

State

ZIP Code

Signature

Classification:

Faculty / Staff

Student

Contractor

Other

Refund Type

Permit

Ticket

Fee

Other

Permit Refund Qualifying Event or Other Refund Request:

Withdrawal / Transfer

Graduation

Faculty or Staff PCR separation or retirement

Student housing change (Please specify)

Ticket / Fee / Other (Please specify)

Additional Data: Paperclip or attach receipts (online, manual, register or registration), permits, appeal slip, cancelled checks or any pertinent data to back.

REFUNDS ARE NOT MADE FOR UNDER \$5.00.

FOR OFFICE USE ONLY:

\$

Refund Amount

Parking Services Rep. (stamp date)