

**PARKING SERVICES
REFUND FORM**

Last Name, First Name, MI

NetID or PLID

Phone Number

Address

City

State

ZIP Code

Please Check One

____ Permit

____ Ticket

____ Misc.

(explain below)

\$ _____

Amount of Refund

Please give specific detailed reason why refund is necessary:

Additional Data: Paper clip receipts (on-line, manual, register or registration), permits, appeal slip, cancelled checks or any pertinent data to back.

REFUNDS ARE NOT MADE FOR UNDER \$5.00.

Ticket Refunds: 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 copy of check and receipt to verify overpayment.

Permit Refunds: See back for refund amounts and requirements.

Person Requesting Refund

Parking Services Rep. (stamp date)

As of June 01, 2016

Permits returned in identifiable condition will be refunded based on the following schedule:

Annual permits purchased in the Fall semester for the academic year

Returned by the 12th class day.....	100%
Dropped all classes or withdrawn from the University between the 12th class day and the last official date to drop all classes or withdrawn from the University (as published) for the Fall semester.....	50%
Graduated, dropped all Spring classes, or withdrawn from the University by the 12th class day of the Spring semester.....	25%

Annual permits purchased in the Spring semester for the remainder of the current academic year

Returned by the 12th class day.....	100%
Dropped all classes or withdrawn from the University between the 12th class day and the last official date to drop all classes or withdrawn from the University (as published) for the Spring semester.....	50%

FOR PERMITS PURCHASED SUMMER SEMESTER

Dropped all classes or withdrawn from the University by the 4th class day.....	100%
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Refund dates also applicable to faculty and staff persons who terminate employment.

Permits purchased on payroll deduction are not eligible for a refund.