

**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 October 27, 2006

Students who have dropped all classes, officially withdrawn from the University or who do not return in the subsequent semester (Fall to Spring Only) may receive a prorated refund of the parking permit fee. The parking permit and completed refund request form must be turned into Parking Services by the following schedule to receive a refund:

FOR PERMITS PURCHASED FALL SEMESTER

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| Dropped all classes or withdrawn from the University by the 12th class day | 100% |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| Dropped all classes or withdrawn from the University between the 12th class day and the last official date to drop all classes or withdrawn from the University (as published) for the Fall semester | 50% |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| Graduated, dropped all Spring classes, or withdrawn from the University by the 12th class day of the Spring semester | 25% |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

FOR PERMITS PURCHASED SPRING SEMESTER

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| Dropped all classes or withdrawn from the University by the 12th class day | 100% |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| Dropped all classes or withdrawn from the University between the 12th class day and the last official date to drop all classes or withdrawn from the University (as published) for the Fall semester | 50% |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

FOR PERMITS PURCHASED SUMMER SEMESTER

| | |
|---|------|
| Dropped all classes or withdrawn from the University by the 4th class day | 100% |
|---|------|

REFUND DATES ARE ALSO APPLICABLE TO FACULTY AND STAFF PERSONS WHO TERMINATE EMPLOYMENT