

**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, 2019

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. Students cannot be enrolled/participating in online classes, university affiliated internships or student teaching to qualify.
- b. Qualifying Events:
 - Withdraw from the current semester, in accordance to the withdrawal schedule
 - Graduation (not Walking/participation in Commencement)
 - Faculty or Staff PCR separation / retirement