

**Refund:**

A refund of replacement fee is given if the lost/stolen permit is found by outside party and returned to the Parking & Transportation office within 30 days of reported loss date. A refund of the replacement fee will be given at any time if Parking Services recovers a lost/stolen permit.

Failure to comply with any of the foregoing could result in citation issuance and/or render permits invalid and registration incomplete.

**Permit Replacement Policy:**

To obtain a replacement permit (should it become invalid or be confiscated for reasons stated throughout this document) all outstanding fines must be paid before a replacement is purchased.

## Transactions, Placement, and Disposition of Permits

### Acquisition/Renewal:

Permits are available Parking & Transportation Services office from 7:00 a.m. to 6:00 p.m., Mondays through Thursdays and from 7:00 a.m. to 5:00 p.m. on Fridays. General Permits and Reserved Permit renewals may be purchased on-line by submitting the appropriate registration form.

You may also request the form by phone or FAX.

Traffic and parking records are continuous during a student's enrollment and during staff and faculty members' periods of employment. Decals and permits may be acquired and renewed by only the prospective permit holder, and only if all outstanding fines are paid in full. Permit holders are responsible for all users of such permits.

The employee rate will be assessed to all employees and to those individuals who are both a student and an employee of the University, if the employee is benefit eligible. The student rate will be assessed to all students and student employees.

### Placement:

A hang-tag (hanging permit) shall be displayed by hanging it from the rear view mirror or placing hang-tag on the driver's side dash inside the vehicle so that it is clearly visible from the outside of the vehicle. The permit must be visible to be valid. A hang-tag may be moved between vehicles that are registered with the Department of Parking Services PRIOR to its being displayed on the added vehicle. Window decals are to be permanently adhered inside on the windshield, driver's side. It may be placed on the upper or lower area however; it is recommended that if there is a dark tint across the top that it not be positioned there. Dash permit cards shall be displayed fully visible, uncovered, printed side up, on the driver's side of the dashboard inside the vehicle.

Displaying permits/decals in/on an unregistered vehicle is a violation of regulations, and the permit/decal will become invalid and/or confiscated, vehicle ticketed and/or impounded, and/or parking privileges revoked.

### Motorcycle decals

Shall be attached by the decal's own adhesive backing to the outside back of the rear fender in a conspicuous place or plexi-glass decals locked in place.

### Lost, Stolen or Forged:

#### Reporting:

Numbers of permits should be recorded and put in a safe place by owners. A lost/stolen permit or decal should be reported to the Department of Parking & Transportation Services immediately. Moreover, permits reported as lost/stolen should not be displayed when recovered by owners unless cleared with Parking Services. Citations issued in such cases will not be voided.

#### Replacing Lost/Stolen:

A replacement permit/decal may be obtained at Parking Services for the current replacement fee.

Possession or use of a lost/stolen or forged permit will result in a ticket being issued and vehicle being impounded. The permit will be confiscated.