

# Northern Illinois University

## CAMPUS PARKING SERVICES

### Permit Refund Request

**Student annual and fall permit refunds:** A full refund less a \$10 processing fee will be issued to students who return their permit to Campus Parking Services by September 15. Permits returned September 16 through September 30 will receive a 50% refund less a \$10 processing fee. There will be no refunds for permits returned after September 30.

**Student spring permit refunds:** A full refund less a \$10 processing fee will be issued to students who return their permit to Campus Parking Services by February 15. Permits returned February 16 through March 1 will receive a 50% refund less a \$10 processing fee. There will be no refunds for permits returned after March 1.

**Faculty/staff permit refunds:** A full refund less a \$10 processing fee will be issued to faculty/staff who return their permit to Campus Parking Services within 30 days of the permit purchase date. Permits returned after 30 days and up to 60 days of the permit purchase date will receive a 50% refund less a \$10 processing fee. There will be no refunds for permits returned after 60 days of the permit purchase date.

<b>Permit Purchased on:</b> _____	<b>Clerk's Initials:</b> _____
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<b>Name</b> _____	<b>Student "Z" number/Employee ID</b> _____	
<b>Street Address</b> _____		
<b>City</b> _____	<b>State</b> _____	<b>Zip Code</b> _____

<b>PERMIT NO:</b> _____	<b>PERMIT COLOR:</b> _____	<b>EXPIRATION DATE:</b> _____
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<b>REASON FOR RETURN OF PERMIT:</b> _____
_____
_____

<b>Date of Return:</b> ____/____/____	<b>Signature</b> _____
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**NOTE:** The person whose name appears as purchaser of permit will be responsible for any tickets issued to that permit until the time of expiration.

<b>FOR OFFICE USE ONLY:</b> _____	
_____	
<b>REFUND INITIATED:</b> _____	<b>DATE:</b> _____