



## Parking Account Information Change

St. Clair College Parking Rules and Regulations available at:  
<http://www.stclaircollege.ca/studentservices/parkingservices.html>

ACCOUNT HOLDER INFORMATION							
<b>Student / Staff ID:</b>	E / W						<i>A valid ID number is required to process your application</i>
<b>Last Name:</b>				<b>First Name:</b>			
<b>Address:</b>							
<b>City:</b>			<b>Province:</b>		<b>Postal Code:</b>		
<b>Email Address:</b>					<b>Telephone:</b>		

### 1. CHANGE REQUEST

I AM SUBMITTING THIS FORM TO (PLEASE MARK [ X ] ALL BOXES THAT APPLY)

- CHANGE/CORRECT ACCOUNT HOLDERS CONTACT INFORMATION – Complete section 2 with new/correct information.
- ADD/CHANGE/CORRECT EXISTING VEHICLE INFORMATION – Complete section 3 with new/correct information.
- REQUEST AN ACCESSIBLE PARKING PERMIT – Complete section 4 with correct information.
- REQUEST A PERMIT REFUND OR EXCHANGE – Complete sections 5 with correct information.
- REQUEST A REPLACEMENT PERMIT FOR A LOST OR STOLEN PERMIT – Complete sections 6 with new/correct information.

### 2. CHANGE OF ACCOUNT HOLDER CONTACT INFORMATION

<b>Last Name:</b>		<b>First Name:</b>				
<b>Address:</b>						
<b>City:</b>		<b>Province:</b>		<b>Postal Code:</b>		
<b>Email Address:</b>					<b>Telephone:</b>	

**PARKING PERMITS MAY NOT BE TRANSFERRED, SOLD, OR GIFTED TO ANOTHER PERSON.**

### 3. EXISTING VEHICLE INFORMATION

	License Plate	Make	Model	Colour	Year	Body Style
<input type="checkbox"/> Add to Permit <input type="checkbox"/> Change Vehicle Info <input type="checkbox"/> Remove From Permit						
<input type="checkbox"/> Add to Permit <input type="checkbox"/> Change Vehicle Info <input type="checkbox"/> Remove From Permit						
<input type="checkbox"/> Add to Permit <input type="checkbox"/> Change Vehicle Info <input type="checkbox"/> Remove From Permit						
<i>Body Style = 2 Door, 4 Door, Hatchback, SUV, Truck, Van, Motorcycle</i>						

**A maximum of 3 vehicles may be listed on a permit.**

Vehicles that I have declared responsibility of will remain my responsibility until I remove the vehicle from my account in writing and by providing documentation that the vehicle is not my responsibility. When a permit expires, vehicle declaration does not, I still hold responsibility of assigned vehicles. Permits are non-transferable, permits may be revoked for this offence.

#### 4. REQUEST FOR ACCESSIBLE PERMIT

- I am requesting accessible parking privileges to be added to my existing permit.
- I am requesting wheelchair accessible parking privileges to be added to my existing permit.

I am providing my Ministry of Transportation accessible permit \_\_\_\_\_ with expiry \_\_\_\_\_ to the Parking Office.

Accessible parking privileges will allow me to park in Accessible Lot A1, B1, J, L, Y1 and in Accessible spaces located in various parking lots. I must display the St. Clair College Accessible permit as well as the Ministry of Transportation Accessible Permit assigned to me while parking in spaces marked as "Accessible Parking Spaces".

#### 5. REQUEST FOR REFUND OR EXCHANGE

- I am requesting a refund for permit number \_\_\_\_\_.
- I am requesting to exchange my existing permit \_\_\_\_\_ for a different permit type.
- I understand that my permit, listed above, must be relinquished to the parking office before a refund will be provided.
  - I understand that a full permit refund is only available on or before the Registration's Office Semester Withdrawal date. Past this date, I understand that a 50% refund for Parking Permits is available only for any "unused" full months remaining for that current semester on the Permit.

#### OFFICE USE ONLY

Refund granted in the amount of \$ \_\_\_\_\_

Refund provided as  Cash Refund or  Cheque from Finance – Request Date: \_\_\_\_\_

Permit \_\_\_\_\_ has been exchanged for Permit \_\_\_\_\_.

#### 6. REQUEST FOR REPLACEMENT ACCESS CARD OR PERMIT

I am requesting a replacement permit / access card because my current permit / access card has been:

- LOST**, and I agree to purchase a new permit / access card.
- STOLEN**, and a police report has been filed with the local Police Service, my claim number is : \_\_\_\_\_ with \_\_\_\_\_.

Specify Police Service

#### OFFICE USE ONLY

- A new permit / access card \_\_\_\_\_ has been issued as a replacement for previous permit / access card \_\_\_\_\_.
- Replacement fee of \_\_\_\_\_ has been collected.
- Claim \_\_\_\_\_ has been verified with the specified law enforcement agency.

#### 7. CERTIFICATION

By signing this application, I have read, understood and agree to all Rules, Regulations & Policies on the reverse/second page to this application, The Guide To Parking for my Campus, and as listed on the St. Clair College Website: <http://www.stclaircollege.ca/student-services/parkingservices.html>

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*YYYY – MM – DD*

#### OFFICE USE ONLY

OFFICE USE ONLY					
Date Received		Received By		Changes / Updates Made By	