



**THE PURCHASE OF A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE ON A DAY TO DAY BASIS.**

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

**(1) Personal Information:** - Please complete in full.

<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>		

**(1a) Special Requirements**

	I require an Accessible Parking Permit <i>Government accessible permit must be presented</i>	Initial Here:			I am living in Residence	Initial Here:	
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**(2) Vehicle Information:**

Maximum one registered vehicle permitted in the Parking Lots at a time (Windsor/Chatham Combined). Motorcycles must be registered to a permit, and will receive an OV permit that must be displayed. Applicants exceeding 3 vehicles will require additional permits. ALL Vehicle Information must be provided by applicant.

	License Plate	Make	Model	Colour	Year	Body Style
Vehicle 1						
Vehicle 2						
Vehicle 3						
<i>Body Style = 2 Door, 4 Door, Hatchback, SUV, Truck, Van, Motorcycle</i> ←						

**(3) Parking Permit Fees:** Please Mark ( X ) the box for which you are applying (All prices include HST).

Duration <i>Permits are sold by complete calendar month.</i>	<input checked="" type="checkbox"/>	General Parking Permit Fee <i>Valid Anytime</i>	<input checked="" type="checkbox"/>	General Night Permit Fee <i>Restricted to after 5:00pm</i>
1 Month		\$36.75		\$15.70
2 Months		\$68.30		\$26.25
3 Months		\$94.55		\$36.75
Semester (Ending Dec 2017 OR Apr 2018 OR Aug 2018)		\$105.05		\$42.00
Full Year (Ending August 31, 2018)		\$210.10		
General Gated Full Year (Ending August 31, 2018)		\$262.65		
If a Gated Full Year permit is not available, I wish to be placed on the waiting list. See reverse for eligibility requirements.				Initial Here:

**(4) Certification**

I have received, read and understood the Parking Rules outlined in the Guide to Parking for my Campus.	Initial Here:	
I understand that my Parking Permit is not valid in a Visitor Lot at any time.	Initial Here:	
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: <a href="http://www.stclaircollege.ca/student services/parkingservices.html">http://www.stclaircollege.ca/student services/parkingservices.html</a>		
<b>Applicant Signature:</b> _____	<b>Date:</b> _____	
<b><u>YOU MUST READ AND SIGN THE SECOND PAGE OF THIS FORM</u></b>		YYYY - MM - DD



**THIS IS A CONTRACT - PLEASE READ CAREFULLY - THEN SIGN AND DATE THE FORM**

I hereby certify that all the information provided on the first page of this form is correct and complete.

**Responsibility:** I understand that, as the Permit Holder, I am solely responsible for any and all parking fees issued to any vehicle(s) listed on my account or bearing my Parking Permit. I agree to promptly notify the Parking Office of any change of account information, including but not limited to: lost or stolen permits, changes to vehicle make and/or model, vehicle license plate, additional vehicles, change of phone number, change of address, etc. If I am found liable, any outstanding parking fees and administrative fees will be assigned to my account. 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 all assigned vehicles. Parking Permits are non-transferable (I cannot sell, or gift a permit to another person). It is my responsibility to familiarize myself with St. Clair College's Parking Rules and Regulations as listed on the St. Clair College website at <http://www.stclaircollege.ca/studentservices/parkingservices.html>. I understand that Rules and Regulations may change from time to time as it is my responsibility to occasionally review the Parking Rules and Regulations to ensure I remain current.

**Enforcement:** I agree to adhere to St. Clair College's Parking Rules and Regulations, and acknowledge that St. Clair College reserves the right to revoke or suspend (partially, or completely) parking privileges, administer parking fees/immobilize and/or tow vehicles for violations of St. Clair College's Parking Rules and Regulations. I acknowledge that St. Clair College has the right to conduct a license plate search through the Ontario Ministry of Transportation for vehicles with outstanding parking fees. As a result of this search the associated account will be invoiced for any outstanding account fees, parking fees or administrative fees.

**Fees and Appeals:** I agree that fees are paid in the order of which they were received. If a parking fee is disputed, a "Request for Parking Fee Appeal" must be submitted to the Parking Office, within 10 working days of the issuance of a parking fee otherwise the request will not be accepted and I will be responsible for the payment of the parking fee.

**Unpaid Fees:** I understand that if there are unpaid fees for any vehicle registered in my name, or to a Parking Permit I have purchased, I will not be able to obtain a new Parking Permit, if applicable my student records will be encumbered until all fees have been cleared. Unpaid fees may be forwarded to a Collection Agency to obtain payment. I am also aware that vehicles that fail to display a license plate while on St. Clair College property may be immobilized/removed from St. Clair College property.

**Liability:** I understand that parking on College property is at "Own Risk" - St. Clair College assumes no liability for vehicle contents or damage to vehicles on College property.

**Permit Transfers:** Permits may not be transferred, sold or gifted to another person. Vehicles displaying a permit that is not registered to the vehicle may receive a parking fee, be immobilized, or removed from St. Clair College property.

**Open Vehicle Permits:** Open Vehicle (OV) permits are intended to be displayed in vehicles that are open such as open top Jeeps, convertibles, or motorcycles. OV Permits may be obtained upon demand. Should an OV permit not be used on a vehicle that is intended, the permit is considered invalid. OV permits are not replacement permits for hang-tag permits.

**Refunds:** A permit returned before the Registrar's withdrawal date will be refunded at a rate of 100% per month for unused months remaining on the permit. After the Registrar's withdrawal date permits will be refunded at a rate of 50% per month for unused months of the current semester. The current month is considered a "used" month.

**Replacement Permits and Gate Cards:** Replacements will be issued upon request for mislaid or stolen Permits/Gate Cards. A fee equal to the duration of the replacement permit may be collected before a replacement permit is issued. Replacement Gate Cards are \$20.00. Replacement OV Permits are \$20.00.

**Accessible Parking:** To obtain a St. Clair College Accessible Permit, the applicant is required to provide a valid Government Issued Accessible Permit issued in the applicants name. Use of an Accessible Space requires the Government Issued Accessible Permit as well as the St. Clair College Accessible Permit to be displayed.

**Chatham Campus:** The Community Parking Lot is reserved for members of the community without affiliation to St. Clair College (non-staff, non-student, non-contracted employee). Staff, Students and Contracted Employees are considered members of the College Community and are restricted from parking in the Community Lot. Also, vehicle operators seen parking in the Community Lot and entering/within the College Main Building may be issued parking fees.

**Gated Permit Waiting List:** Applicants may be added to the waiting list at any time, applicants are placed on the waiting list in the order of which their application is received. To be eligible for an upgrade, applicants must hold a current (active) permit. Applicants not holding an active permit will be considered ineligible and be removed from the waiting list. All applicants are automatically removed at the end of the Winter Semester. The wait list is assessed monthly, eligible applicants will be contacted via email if space is available, applicants will have three working days to accept the upgrade otherwise they will forfeit the upgrade. The process will repeat until the space is filled. The fee to upgrade the permit is calculated based on the current permit rate and the amount paid for the current active permit. Applicants will not be charged more than the original face value of the Gated Permit.

I have read and understand the above:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YYYY-MM-DD

PARKING OFFICE USE ONLY					
Date Issued	Permit Number	Card Number	Processed By		
Accessible Permit Number		Expiry Date			
Application	<input type="checkbox"/> In Person <input type="checkbox"/> Drop-Off <input type="checkbox"/> Sponsored : _____		Paid	Distributed By	
Received			Date		