

X ATTACH PERMIT HERE

2021 PARKING PERMIT REFUND/REPLACEMENT APPLICATION FORM



TO BE COMPLETED BY STUDENT LIVING STAFF ONLY

In accordance with the Motor Vehicle Entry Fee Policy Clause 5 *Refunds and Transferability*, Parking Permit fees may be refunded on application provided the permit is returned. Refunds will be on a **pro rata basis only for full months remaining before the expiry date**. Permit fees will not be refunded under any other circumstances. Lost, stolen or damaged parking permits will not be replaced.

A copy of this completed form, signed off by Student Living, will be provided to the student as a receipt for the return of issued permits or submission of documentation requesting replacement. Refunds will be processed to the credit card from which the permit was originally purchased.

Photo Identification must be sighted. Application can only be received from the student who purchased and collected the permit. **All parts of this form must be completed.** Forward the signed form with the permit to the Student Living Customer Service Coordinator/Team Leader for authorisation. A copy of the form must be scanned and saved in the resident's record. All approved forms must be forwarded to Student Living Finance for further processing.

Name: _____

Student Number: _____

Residential Parking Permit No: _____ Date Purchased: _____

Type of Permit: Half Yearly Permit Full Year Permit

Pro-Rata Refund Amount: _____

Full Refund Amount: (permit not picked up) _____

Terms and Conditions: By signing on the line below the above mentioned student agrees to the terms and conditions of Parking Permit Refunds as detailed in Clause 5 of the University of Newcastle Motor Vehicle Entry Fee Policy. The student agrees to a pro-rata refund at the amount stated above and understands that there may be a wait time on the processing of this refund to the account from which the permit was purchased.

Resident Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Refund/Replacement Authorised: Yes No

Authorised by: _____ Date: _____

Permit Cost: Full Year: \$163.80 Half Year: \$81.90

Six Month Permit pro-rata refund

MONTH	AMOUNT
July	\$68.25
August	\$54.60
September	\$40.95
October	\$27.30
November	\$13.65
December	No refund

Annual Permit pro-rata refund

MONTH	AMOUNT
January	\$150.15
February	\$136.50
March	\$122.85
April	\$109.20
May	\$95.55
June	\$81.90
July	\$68.25
August	\$54.60
September	\$40.95
October	\$27.30
November	\$13.65
December	No refund

FINANCE USE ONLY

Amount Credited*	Date	Processed By

**Amount to be processed as an adjustment against the Parking Permit charge*