



Parking & Transportation

TENNESSEE TECH

PARKING PERMIT REFUND REQUEST FORM

Name: _____ T#: _____

Email Address: _____

Signature: _____ Date: _____

Reason for Refund Request:

- Withdraw from University
- Graduated
- Other: _____

You must submit this form with your permit to:

Parking & Transportation Services
Campus Box 5167
Cookeville, TN 38505

Roaden University Center
Room 122

TERMS FOR PERMIT REFUND:

- Refunds are permitted for any student or employee who meets all other terms for this process.
- A Refund Request Form must be submitted with the returned permit (product) in good physical condition.
- A Full refund is available if all paperwork is completed and turned in before the final academic purge for the Fall semester full-term courses. After this deadline the refund amount is reduced to 50% of the cost of the permit.
- No refunds will be accepted after the final purge is completed for the Spring semester full-term.
- Student refunds are applied to the student account. Faculty and staff refunds will be submitted to the Business Office. All refunds will follow the University refund policy.
- Refund amounts are based on the date of which all documents are received by the office – If a deadline lands when the University is closed or on a weekend, refund request and permit will be due by the end of business before the deadline.
- Refunds are not permitted for summer permits.

OFFICE USE ONLY:

Permit Number: _____

Accepted by: _____ Refund Amount: _____ Date: _____

- Verify original permit charge is on account
- Pull up permit in AIMS. Permit>Permit Specific Tools>Refund or Exchange Permit
- Adjust refund amount, if needed. Verify refund amount and save.
- Check account to verify refund processed
- Change permit status to "refund processed"