



# Parking & Transportation

TENNESSEE TECH

## PARKING PERMIT REFUND REQUEST

Student Name: \_\_\_\_\_ T#: \_\_\_\_\_  
(Last) (First) (MI)

Student Email: \_\_\_\_\_ Permit #: \_\_\_\_\_

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 122

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### TERMS FOR PERMIT REFUND:

- Refunds are permitted for any student who is no longer enrolled in classes and 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 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.
- All refunds are applied to the student account and 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 requests and permit will be due by the end of business before the deadline.
- Refunds are not permitted for summer permits.

### OFFICE USE ONLY:

Refund Amount: \_\_\_\_\_ Approved Denied Reason: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_