



Parking & Transportation

TENNESSEE TECH

PARKING PERMIT REFUND REQUEST

Name: _____ T#: _____ Permit #: _____

Email: _____

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

Signature: _____

Date: _____

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 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 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: _____