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| Procedure #         | AD-201-P1 | Revision #     | 02              |
| Accessibility level | A         | Effective date | 20 January 2021 |

### Issuing Student Parking Permit Procedure

#### 1. Definitions

- 1.1. **Parking Permit:** a vehicle sticker issued by the Security Department to be placed on the front glass of the vehicle.

#### 2. Policy

- 2.1. The student presents a valid vehicle registration form to the Director of Security to inquire about the availability of parking space. The vehicle must be registered to the student or hold a valid authorization for the use of the vehicle.
- 2.2. If a parking space is available, the student fills out and signs the Parking Permit Application form.
- 2.3. The student submits the application with an attached copy of the vehicle registration card to the Security Director who signs the form and instructs the student to pay the parking fees.
- 2.4. The student attends to the cashier's office and pays the required fees.
- 2.5. The student checks at the Security office and presents the payment receipt to get the parking permit sticker.
- 2.6. The Security Director enters the student name, vehicle plate number, sticker number and the permit expiration date on the student's parking log.
- 2.7. Parking permit sticker shall be placed to be visible on the bottom right of the windshield of the vehicle in the presence of a security guard to ensure that the sticker is placed on the vehicle with the presented registration card.
- 2.8. All on-campus parking lot users must adhere to the specified places, if any, and they must also adhere to the specified speed and traffic signals and respect the traffic rules in force on campus.
- 2.9. The issued permit sticker is valid for the vehicle for which it was issued and cannot be used for other vehicles.
- 2.10. In the event of a student forging the parking permit/sticker or violating the instructions, the security official must submit a report to the Dean of Student Affairs to investigate the violation and take the appropriate action.
- 2.11. Damaged student's stickers can be replaced for fees provided that the student submit the damaged permit to the Director of Security. Lost student's parking permit, however, can only be replaced with full parking permit fees.

#### 3) Related Document:

- 3.1. Student Vehicle Parking Permit Application Form (AD-200-F3)