



This Area for Official Use Only:

Badge #:
Dates Issued & Received:

Parking Permit Refund Request Form

Refunds for parking permits (quarterly and daily) are only available in special circumstances through an appeal to the Chief of Public Safety or his/her designee.

Bellevue College may refund parking permits under the following circumstances:

- Student has completely withdrawn from Bellevue College.
- Student status has changed to 'employee.'
- Student has purchased an upgraded permit (ex: upgrading from 2-day to Everyday).
- Driver has experienced Unusual Hardship.
- At the discretion of the Chief of Public Safety or his/her designee.

Quarterly Parking Permit charges will be refunded as follows:

- **100% of initial charge minus \$5** when the paperwork is submitted by the fifth instructional day of the quarter.
- **50% of initial charge** when the paperwork is submitted between the sixth instructional day and the twentieth calendar day of the quarter.
- Parking permit fees will not be refunded after the twentieth calendar day of the quarter.

Bring this signed, completed form with the parking permit to the Public Safety Office (K100) during normal business hours.

First Name:		Last Name:		BC ID#:	
Phone #:		Email:		Permit #:	
Payment Method	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit/Debit	Payment Location	<input type="checkbox"/> Online	<input type="checkbox"/> Pay Station

Billing/Mailing Information:

First Name on Card:		Last Name on Card:		Credit/Debit # (first 2 and last 4 digits): __ __ XX-XXXX-XXXX-__ __ __ __	
Address 1:				Address 2:	
City:		State:		Zip Code:	

Reason(s) for Refund Request:

Important: By signing below, I (1) acknowledge that I have read and understand the Parking Permit Refund Procedure and (2) affirm that I am authorized to permit Bellevue College to perform the requested financial transactions.

Signature:

Date:

THIS PAGE RESERVED FOR BELLEVUE COLLEGE OFFICIAL USE ONLY



Attach Voided Permit or Pay Station Receipt Here:

Transaction Date:	
Transaction Time:	
Transaction Location:	
Permit Type:	

Refund Amount:	
Deductions:	
Total Refund Amount:	

Authorization, Public Safety:	
Authorization Date:	

Public Safety Department Stamp

Transmission Date:	
--------------------	--

Authorization, Finance or Auxiliary Services:	
Authorization Date:	

Disposition:	
FWD for Processing:	
Refund Tracking #:	

Refund Date:	
Refund Time:	