



# Virginia Tech Parking Services Refund Request Form

Date Requested: \_\_\_\_\_ Virginia Tech ID Number # \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Local Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Reason For Refund (Be Specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. As a general rule, refunds for parking permits and citations (tickets) are not granted. Under special circumstances, however, Parking Services may use its discretion in granting certain refunds.
2. Full refund requests must be submitted within *five working days* of the permit purchase date. Semester refund requests must be submitted by the end of the first week of spring semester classes.
3. Refunds will not be processed if there are outstanding tickets owed to the University.
4. Parking Services is not responsible for delayed refunds due to an incorrect or insufficient address. A non-campus address and a phone number are necessary for processing.
5. Permit(s) must accompany refund request. No refunds for permits purchased through payroll deduction.
6. Once approved, refunds will be received in 6-8 weeks.

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

*Invent the Future*