



## THIS IS A CONTRACT - READ CAREFULLY - THEN SIGN AND DATE THE FORM

I hereby certify that all the information provided on the first page of this form is correct and complete.

**St. Clair College Property:** I understand that St. Clair College Property (South Campus and Chatham Campus) is private property and as such St. Clair College has established fees for parking on the property. St. Clair College has the right to establish and enforce Parking Policies and limit the use of the parking lots to authorized Parking Permit holders.

**User Responsibility:** I understand I must purchase a Parking Permit to allow me to park on College Property in the lots as specified by the College. Although Permits allow for parking in the lots, it does not guarantee a space is available on a day to day basis. Permits may be purchased from the Parking Office or Pay Stations located in the Visitor Lots. Permits, other than daily permits, are sold by Calendar Month with the start date as the first of the month and end date as the last of the month regardless of what day the permit is purchased. Permits may be prorated to reflect the remaining days remaining in the month, sold at the maximum daily rate set by the Pay Station—this may only be applied at the time of permit sale. I understand that as the Permit Holder, I am solely responsible for any and all parking fees issued to any vehicle(s) listed on my account or bearing my Parking Permit. I agree to promptly notify the Parking Office of any change of account information, including but not limited to: lost or stolen permits, changes to vehicle make and/or model, vehicle license plate, additional vehicles, change of phone number, change of address, etc. If I am found liable, any outstanding parking fees and administrative fees will be assigned to my account. Vehicles that I have declared responsibility of will remain my responsibility until I remove the vehicle from my account in writing and by providing documentation that the vehicle is not my responsibility. When a permit expires, vehicle declaration does not, I still hold responsibility of all assigned vehicles. Parking Permits are non-transferable (I cannot sell, or gift a permit to another person). It is my responsibility to familiarize myself with St. Clair College's Parking Policies as listed on the St. Clair College website at <http://www.stclaircollege.ca/parking>. I understand that Policies may change from time to time as it is my responsibility to occasionally review the Parking Policies to ensure I remain current.

**Enforcement:** I agree to adhere to St. Clair College's Parking Policies, and acknowledge that St. Clair College reserves the right to revoke or suspend (partially, or completely) parking privileges, administer additional parking fees, immobilize and/or tow vehicles for violations of St. Clair College's Parking Policies. I acknowledge that St. Clair College has the right to conduct a license plate search through the Ontario Ministry of Transportation for vehicles with outstanding parking fees. As a result of this search the associated account will be invoiced for any outstanding account fees, parking fees or administrative fees. Vehicles not displaying a license plate may be immobilized/removed from St. Clair College Property.

**Fees and Appeals:** I agree that fees are paid in the order of which they were received. If a parking fee is disputed, a "Request for Parking Fee Appeal" must be submitted to the Parking Office, within 14 days of the issuance of a parking fee otherwise the parking fee will be considered uncontested. Appeal requests for uncontested parking fees will not be accepted and I will be responsible for the payment of the parking fee. Parking fees not paid within 14 days of issuance may be subject the additional fees. A list of violations and the associated fees is available on the St. Clair College website at <http://www.stclaircollege.ca/parking>

**Encumbrances:** I understand that unpaid fees for any vehicle registered in my name, or to a Parking Permit I have purchased, will prevent me from obtaining a Parking Permit, or making changes to my account including the addition or removal of vehicles. I will be prevented from obtaining transcripts/grades/diplomas, as well as registration for classes until all fees have been cleared. Unpaid fees may be deducted from any balances owed to me by the College. Also, unpaid fees may be forwarded to a Collection Agency to obtain payment at any time.

**Liability:** I understand that parking on College property is at my own risk and all incidents involving my vehicle should be reported to College Security. The College assumes no liability for vehicle contents or damage to vehicles on College property.

**Permit Transfers:** Permits may not be transferred, sold or gifted to another person. Vehicles displaying a permit that is not registered to the vehicle may be assessed a parking fee, be immobilized, or removed from St. Clair College property.

**Open Vehicle Permits:** Open Vehicle (OV) permits are intended to be displayed in vehicles that are open such as open top Jeeps, convertibles, or motorcycles. OV Permits may be obtained upon demand. Should an OV permit not be used on a vehicle that is intended, the permit is considered invalid. OV permits are not replacement permits for hang-tag permits.

**Refunds:** A permit returned before the Registrar's withdrawal date of the semester the permit is purchased will be refunded at a rate of 100% per month for unused months remaining on the permit. After this date permits will be refunded at a rate of 50% per month for unused months of the current semester. The current month is considered a "used" month. Permits with a duration of 1 month or less, as well as pay and display permits, are non refundable.

**Replacement Permits and Gate Cards:** Replacements will be issued upon request for mislaid or stolen Permits/Gate Cards. A fee equal to the duration of the replacement permit may be collected before a replacement permit is issued. Replacement Gate Cards, OV Permits and Non-General Permits are \$20.00.

**Accessible Parking:** To obtain a St. Clair College Accessible Permit, the applicant is required to provide a valid Government Issued Accessible Permit issued in the applicants name. Use of an Accessible Space requires the Government Issued Accessible Permit as well as the St. Clair College Accessible Permit to be displayed.

**Chatham Campus:** The Community Parking Lot is reserved for members of the community without affiliation to St. Clair College (non-staff, non-student, non-contracted employee). Staff, Students and Contracted Employees must display a valid permit to park in the Community Lot. Vehicles parking in the Community Lot without a valid permit displayed where the operators have a known affiliation to the College may be issued parking fees.

**Downtown Garage:** Downtown Garage Parking is subject to the terms and conditions of the Downtown Garage operator "Precise ParkLink". Applicants will receive the operator's terms and conditions upon receipt of their credentials for the garage. Applicants will receive a Garage Access Card and a Special Permit for parking at South/Chatham Campus in the General Lots.

I have read and understand the above:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YYYY-MM-DD

| PARKING OFFICE USE ONLY |   |             |              |                |  |
|-------------------------|---|-------------|--------------|----------------|--|
| Date Issued             | Permit Number   | Card Number | Processed By |                |  |
|                         | Accessible Permit Number  | Expiry Date |              |                |  |
| Application             | <input type="checkbox"/> In Person <input type="checkbox"/> Drop-Off <input type="checkbox"/> Sponsored : _____ |             | Paid         | Distributed By |  |
| Received                |   |             | Date         |                |  |