

WUSM PARKING PERMIT CANCELLATION

Permit holders wishing to cancel their parking privileges may do so by completing the below cancellation form and returning their parking permit and/or access card (if applicable) to the Facilities Integrated Service Center located at 4550 Scott Ave. in Olin Residence Hall.

Name: _____

WU Employee ID: _____

Parking Location: _____

Reason for Cancellation (please circle below):

Telecommuting
Alternative Transportation

Leaving University
Other (please specify):

*Payroll deductions will not be cancelled until all parking permits and/or access cards are returned. All unreturned permits or access cards will be added to the University Scofflaw List which results in a \$500 fine if found being used on campus.

**Parking is not pro-rated and is non-refundable. Cancellations received after the third of the month will not take effect until the following month.

***WUSM does not guarantee future parking. By signing this form you acknowledge parking is not guaranteed in the future and may not be available on campus and/or in the desired location.

Signature: _____ Date: _____

For Office Use Only

Permit/Card # Returned: _____

CSR Initials: _____

Access Initials: _____

T&P Initials: _____