

**Cancellation of Car Parking Permit**

All staff and students leaving the University or wishing to cancel their permit must complete this form.

**YOU MUST RETURN YOUR PARKING PERMIT WITH THIS FORM**

All Student car park barrier cards should be returned to the relevant campus.

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| **1. Student/Staff Details**  (**NOTE:** Tab across fields to complete electronically) | Surname  Staff Payroll No.  OR  Student ID No.  Forename  Campus  Telephone number |
| **2.Permit details** | Permit Number  Parking Barrier card returned No Yes |
| **3. Permit Cancellation** | \*I wish to cancel my Car Parking permit  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: *\_\_\_\_\_\_\_\_\_* |
|  | Staff: Please return this form to Rochester House for the attention of the Facilities Administration Team.  Student: Please take this form to your local campus reception.  No refunds will be made on a cancelled permit. |
|  | \*Staff Permits: Fee payments are made for complete months and consequently, there are no refunds for parts of months. |

FOR OFFICE USE ONLY

Taken off database YES / NO Date............................

Signature of Facilities Administrator ...............................................