![CCCU-logo-2colour[1].tiff]()

**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.

|  |  |
| --- | --- |
| **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 permitSigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 ...............................................