

PERALTA COMMUNITY COLLEGE DISTRICT PARKING PERMIT REQUEST FORM

COAPARKING@PERALTA.EDU * LANEYPARKING@PERALTA.EDU * MERRITTPARKING@PERALTA.EDU

8-Digit Student ID Number _____ Home Campus _____ Fall _____

Spring _____

Summer _____

PLEASE PRINT

Name _____ Email _____

Address _____

City _____ State _____ Zip _____ Phone # _____

License Plate # _____ Year of Vehicle _____ Color _____ Make and Model _____

Permit Type

Daily _____ Semester _____ Auto _____ Motorcycle _____ Both _____

STUDENT SIGNATURE

DATE

FOR OFFICIAL USE ONLY

PARKING PERMIT # _____

PYMT DATE _____

COST: _____

PICK UP DATE _____

DATE: _____

EMAIL DATE _____

INITIALS: _____

INSTRUCTIONS:

Fill out the Parking Permit request form with the type of permit requested. Parking Fee Structure is shown below:

- Fall and Spring Semester Permit - \$40 each semester
- Fall and Spring Semester Permit - \$20 each semester with Fee Waiver
- Fall and Spring Semester Permit – \$29 each semester for students with greater than 9 units
- Summer Semester Permit - \$20 for all students
- Fall, Spring and Summer Daily Decal - \$0 each (students required to pay \$2 per day at the parking lot meters)

Drop off your Parking Permit request form at the Cashier's office at your home campus (the campus where you are enrolled in the most units) or scan & email it to the email address noted above for your home campus.

Once your application is received in person or via email and if your student account is current with no unpaid fees, then the Bursar will enter a charge for a parking permit on your student account. After your student account is updated with the new parking permit fee, you can pay the parking permit in person or online. If you pay for a parking permit either in person or online, you can pick up the actual parking permit in person at the Bursar's office on your home campus.

PLEASE NOTE:

Parking Permits will not be sold if:

- You are not enrolled in classes for the term specified.
- You have an unpaid balance on your student account and you do not have fee waiver in your student account profile.
- You have not paid the parking permit fee in full.
- If Laney College is your home campus and after the last date to drop a class, you will be allowed only to purchase a semester parking permit if you are enrolled in more than 4 credit units. Concurrently, you will be allowed to obtain a daily parking decal if you are enrolled in 3.5 or less credit hours.
- You will not receive a replacement permit or decal if the original one is lost.

By signing the above request form, you agree to accept a charge for parking on your student account and you agree to pay the charge.