

## University of Manitoba – Student Parking Cancellation Policy

In order for the cancellation to become effective, a signed Cancellation Form (located below) must be received by Parking Services (Welcome Centre, 423 University Crescent) prior to the end of the month in order for the cancellation to be effective the next month.

COMPLETED FORMS SHOULD BE EMAILED TO: [studentparking@umanitoba.ca](mailto:studentparking@umanitoba.ca).

If the cancellation is received any time after the 1<sup>st</sup> of the month, the cancellation will not be effective until the following month. The customer may keep their parking assignment for the remainder of that month, however no refund will be given for any unused days within that month.

Refunds for the remaining unused months will not be processed until a completed Cancellation Form has been received by Parking Services.

The parking assignment will be cancelled indefinitely. Should the customer want parking in the future, they would reapply as a new applicant. Upon reapplying, Parking Services will assign a space if available.

Should Parking Services not have an immediate space in any lot upon reapplication, the customer would add their name to the bottom of a wait list and wait until a space becomes available.

*March, 2020*



# Parking Services Cancellation of Student Parking Permit

Parking rates and refunds are pro-rated and refunds are available only when a completed cancellation form is returned by the permit owner. If by September 1 you choose not to accept your parking assignment after making your advance payment in full, you may request and receive a refund of the parking permit fee paid, less a \$50 administrative handling fee. Information on pro-rated fees and refunds is available from Parking Services.

I, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 (Last Name) (First Name) ( Student # )

Authorize Parking Services to cancel my Parking Permit.

\_\_\_\_\_  
 (Signature) (Date)

Reason for cancellation / Notes: \_\_\_\_\_

**\*\*This field MUST be filled in \*\***

**Mailing Address** (for refund)

\_\_\_\_\_  
 Apt #: Address City Prov. / State Postal Code / Zip

**How to submit completed form:**  
 Download and save this form.  
 Upon completion of form, click the Submit Button --->  
*Your email application should launch*



Should you have any problems, copy completed form and email to: [studentparking@umanitoba.ca](mailto:studentparking@umanitoba.ca)

This personal information is being collected under the authority of the U of M Act and will be used to initiate the cancellation of the applicant's parking permit. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy. If you have any questions about the collection, contact the FIPPA Coordinator's Office (204) 474-8339, c/o Archives & Special Collections, 331 Dafoe Library, University of Manitoba, R3T 2N2.

Office Use Only			
Virtual Permit #:	Initials: _____ / _____	Date Returned: _____	Temp. Dates: _____ - _____