

## STAFF PARKING PERMIT HOLD APPLICATION

Please **COMPLETE ALL FIELDS** in the below Application Form **AND SUBMIT** to the Parking Services Office.

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
LAST FIRST INITIAL

Permit Number to be put on hold: \_\_\_\_\_

I acknowledge my bank account information is up to date with Payroll Services

**Hold Policy:** Upon approval of the application, Parking Services agrees to hold your parking designation in the lot your permit was assigned to. This hold fee does not allow parking on campus. If you require parking on campus during your hold period, additional payment is required. Should you wish to reactivate your parking permit, notice of your return date and licence plate information must be sent in writing to parking@umanitoba.ca. Once your permit is reactivated, your original application including the Staff Parking Terms and Conditions will be reinstated.

**Payment Designation:** The hold parking fee will be deducted monthly through Direct Withdrawal. Changes to the account which your monthly hold payment is deducted must be made with Payroll Services. It may take up to 30 days for any changes to become effective. If your new bank account number is not yet in our system by the last day of the current month, we will deduct the monthly parking fee from the original account provided. You will be responsible for any returned fee's should your monthly parking deduction not process successfully. A \$30.00 fee will be assessed on all returned payments (insufficient funds, account closed, etc.) and unpaid payments may result in a parking suspension and a reinstatement fee.

**Cancellation Policy:** To cancel your staff parking hold, notify Parking Services at parking@umanitoba.ca prior to the last business day of the month, to avoid further hold charges for the upcoming month. Cancellations received the last business day of the month or thereafter will result in you being charged for that month.

**Statement of Agreement:** In applying for Staff Parking, you hereby agree to adhere to the University of Manitoba Parking Regulations as amended from time to time and authorized by the Board of Governors and to accept all the conditions contained therein. The University of Manitoba Parking Regulations govern all persons parking vehicles on University premises. By completing and signing this application, you are hereby agreeing to abide by those regulations and acknowledge that failure to pay outstanding parking fines may result in the towing of your vehicle or such other action as the University may deem necessary.

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of issuing staff parking, maintaining a record of application for staff parking, for communication, and for the collection of fees associated staff parking and parking citations (if applicable). Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

Date/Time Rec'd:	Hold Permit # Issued:	Lot Location:
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