



Student Parking Permit Payment Plan

Policies and Terms of Agreement

PAYMENT PLAN ACTIVATION

Eligibility - Students are eligible to purchase select parking permits through use of a payment plan. Eligible permits for the 2009-2010 permit year include "CG1", "CG2", "CG3", "CPN", "CPS", and "CPT" permits. Students electing this option must have an active OSU e-mail account.

Enrollment - Customers who elect the payment plan must agree to the Terms of Agreement and the Program policies at the time of permit purchase. The cost of the annual permit is divided over 3 quarters and, in addition, there is an initial \$15.00 service charge to enroll in the plan. Payment plan purchases cannot be facilitated over the web or by mail. Customers must come to 160 Bevis Hall to pick up these permits so a Student Parking Permit Payment Plan agreement can be signed.

Changes Throughout the Permit Year - There may be a need to purchase or change permits at some point during the permit year. Permit types may be exchanged by returning the original permit and completing a new application. Payment plans are not available after November 1 each year nor for all parking permits. Changing from a permit that is eligible for the payment plan to one that is not will result in the payment plan ending and a final payment calculated.

In addition, students who first purchased their parking permits with cash, check, Buck ID, or credit card may not return that permit to sign up for the payment plan. The payment plan option is only available during the first purchase transaction and must meet the guidelines described above.

PAYMENT PLAN CANCELLATION

Ending the Payment Agreement - If an individual leaves the University or otherwise stops parking on campus, he/she must return the permit and sign a statement revoking participation in the program. Until the permit is returned to Transportation & Parking Services, the permit is considered active and fees for the permit will accrue. The cancellation date of a permit is effective when the permit is returned to Transportation & Parking Services, not the date an individual withdraws or leaves the University. No refund is given for any unused portion of the current month. Accrual of the fees will stop in the next calendar month.

Refunds - Refunds cannot be generated for permits that have not been used for a period of time, nor can refunds be generated for the month in which the permit is returned. Refunds are *only* generated if an error occurs.

Missed Payments - If a scheduled payment is missed, for any reason, Transportation & Parking Services will attempt to contact the customer via automated notice. The notice also serves as an invoice for the amount of the missed payment(s). If after 10 days the customer has *not* been successfully contacted and/or missed payments have not been received, permit privileges will be revoked and a \$50 fine added to the missed payment. Customers are responsible for missed payments while the permit is not in the possession of Transportation & Parking Services.

TERMS OF AGREEMENT : (Customer must sign at time of permit purchase.)

I hereby elect to participate in the Student Parking Permit Payment Plan and agree to make installment payments as noted below. Should I wish to terminate my participation in the Program, or if my University affiliation stops for any reason, I will return the permit to Transportation & Parking Services and indicate that I no longer wish to participate in the program.

I understand that if a scheduled payment is missed for any reason, I am still responsible for the payment due. I am aware that failure to pay a scheduled payment will result in issuance of a citation and my permit may be classified as revoked. I am also aware of and agree to pay a \$50 penalty for any unpaid payment in addition to the missed payment amount. Unpaid citations or display of a revoked permit may lead to impoundment of my vehicle or motorcycle. I agree citations issued under these circumstances are not eligible for appeal.

Customer Signature

Date

Customer Name (Please print name.)

Customer OSU E-mail Address

Customer OSU ID Number