

Did You Know...

Refunds cannot be generated for parking permits that have gone unused for a period of time. Anytime the permit will not be used for a significant period of time or if a permit is not needed anymore, return the permit to Transportation & Parking Services for a prorated refund or to stop payroll deductions in the next calendar month. Until the permit is returned to Transportation & Parking Services, the permit is considered active and fees for the permit will accrue.

Once You Buy a Permit, What If...

...it gets lost or stolen?

In the event a permit is lost or stolen, the permit holder will be required to sign an affidavit stating the permit is no longer in the permit holder's possession. The permit holder will be required to provide a picture ID with signature to file an affidavit. In the absence of an affidavit, the permit holder will continue to be held liable for any citations accrued to the permit. The owner may be subject to prosecution should the affidavit or information supplied be falsified.

Permit replacement costs include a \$15.00 replacement fee with a signed affidavit.

...you don't need it anymore or you leave the University?

Refunds cannot be generated for parking permits that have gone unused for a period of time. Anytime the permit will not be used for a significant period of time (such as an employee or student taking a leave from their job or studies) or if a permit is not needed anymore, return the permit to Transportation & Parking Services for a prorated refund or to stop payroll deductions in the next calendar month. Until the permit is returned to Transportation & Parking Services, the permit is considered active and fees for the permit will accrue. (Customers who are eligible for a refund when they return their parking permit will be issued an Accounts Payable check. Accounts Payable check requests have a processing time of 8 - 10 weeks.) A new permit may be purchased at the new prorated price upon your return. All refunds are prorated on the first of each month. Refunds for student, staff and faculty permits are not available after July 31.

...you are eligible to change your permit type?

There may be a need to change the type of permit at some time during the permit year. Students may accumulate enough credit hours to move from West Campus to Central Campus;

staff may change titles or relocate from Central Campus to West Campus, etc. Permit types may be changed by returning the original permit to the Bevis Hall office and completing a new application. Proof of rank or appointment change is required. If the returned permit has a lesser value than the new permit, the difference must be paid. If the returned permit has a greater value than the new permit, you will receive a prorated refund.

If your permit was purchased on payroll deduction and you wish to exchange to a different permit type (i.e. upgrade your permit), a one month payment of the new permit type is due at the time of exchange. Your new rate of deduction will take effect in the next calendar month. If upgrading permit type, you are encouraged to exchange near the first of the month to maximize your new permit type. The opposite is true for a downgrade, you will want to exchange near the end of the month. As a reminder, all permit rates prorate the first of each month.

...you purchase a new vehicle or change license plates?

Anytime you purchase a new vehicle or change the license plates on the vehicle you drive to campus, you need to register that information to your parking permit. You can update your personal information on the web. Please go to the E-services section on our web site www.tp.osu.edu and click on Review Account Information. You can also call T&P at 292-9341. You will be asked to provide your name, OSU identification number, make of the vehicle, and the license plate number. You may also e-mail this information to tpinfo@osu.edu. Note: Any citations obtained on a vehicle's license plates, even if the vehicle has been sold with the plates attached, are the responsibility of the license plate registration holder, not the owner of the vehicle, unless proof can be obtained from the Bureau of Motor Vehicles (BMV) of sale of the vehicle, stolen plates, or non-renewal of the plates.