

### Student Parking Permit Fee Credit Form

UK Transportation Services will credit one month of parking fees to students who purchased parking permits for the 2019-20 academic year or the spring 2020 semester and who no longer need access to campus. To be eligible for a credit, students must return their parking permit along with this completed form to UK Transportation Services no later than May 1, 2020. *(Exceptions to the one-month credit fees may apply to those with Medical/Dental permits, as those permits have different expiration dates.)*

**Credit amounts are as follows:**

- \$20 for remote (X), off-peak (O) and R19 permits
- \$34 for periphery (K) permits
- \$40 for intermediate permits (R10, C9, C16)
- \$60 for core residential permits

**Instructions:**

Permits must be returned or destroyed to be eligible for a credit. Please carefully follow all instructions to ensure timely processing. Please choose one of the following options:

Return permit and form together by mail to: UK Transportation Services, Press Avenue Garage (PS#6), 721 Press Avenue, Lexington, KY 40506-0571.

Drop off your completed form and permit at our customer service drive-thru window, located at 721 Press Avenue.

Take a picture of your intact permit. Next, cut your permit cross-ways into four (4) pieces and take a picture which shows the numbers cut in half.\* Last, attach both pictures and the completed form to an email and send to this address: uktransportation@lsv.uky.edu

**Please Note: Credits will first be applied to any outstanding parking citations associated with the student's parking account. Any remaining balance will be credited to the student's University billing account.**

Today's Date: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Permit Number: \_\_\_\_\_  
Street Address 1: \_\_\_\_\_  
Street Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Student Phone Number: \_\_\_\_\_  
Vehicle Make, Model, and color: \_\_\_\_\_  
License Plate: \_\_\_\_\_  
Vehicle Make, Model and color: \_\_\_\_\_  
License Plate: \_\_\_\_\_

*\*Please note that all of the above information is required. However, if you only drive one vehicle to campus, you may leave the second Vehicle Year, Make & Model and License plate sections blank.*

\*(example of properly cut-up permit)

