

Partial Refund Protocol for December Graduates

Per **Student Affairs and Enrollment Management Policy 4.152 – Police Department Administration and Regulatory Ordinances**, students graduating in December are eligible for a partial refund of their vehicle registration fee [for that year].

Eligibility and Procedures

1. The student must have purchased a motor vehicle registration (parking) permit for the relevant academic year, in the student's name.
2. The student must appear on the official December graduation list provided by the Registrar's Office.
3. The returned permit must be intact and legible enough for parking staff to confirm that it is in fact the same permit that the student purchased earlier in the year. The final arbiter in determining whether the permit is in fact the permit in question is the Chief of Police.
4. The request form (see reverse) and returned permit must be received after the end of the fall semester, but prior to February 28th of the following year. Late submissions will not be accepted.
5. The permit is considered to be received if it arrives in the office via U.S. Mail or is accepted at the front counter, during normal business hours, by parking personnel.
6. The request form and permit may be **mailed** to:

Parking Services Division Midwestern State University Police Department

3410 Taft Blvd.
Wichita Falls, Texas 76308

Or **delivered in person** to:

Parking Services Division Midwestern State University Police Department

6 Eureka Circle
Wichita Falls, Texas 76308

7. After February 28th, returns will be reported to the University's Business Office and refunds will be issued by mail.
8. Persons owing parking fines or fees are not eligible for a partial refund.

Refund Amounts:

(Amounts reflect a 50% refund of original price, minus a \$5 administrative fee.)

\$110 Commuter or Residential permit = \$50

\$50 Commuter or Residential permit (Graduate Assistants verified through HR) = \$20

\$25 Second Commuter or Residential permit = \$10



Police Department
#6 Eureka Circle
Wichita Falls, TX 76308
Parking Office (940) 397-4310
Office Hours 8:00 a.m. - 5:00 p.m., Mon. - Friday

REQUEST FOR PARTIAL REFUND OF PARKING PERMIT FEE:

Name: _____ **ID (M) #:** _____

Address: _____

Cell #: _____

Email: _____

***Note: Please list the address where you would like your refund mailed.**

Please remove your permit and affix here with transparent tape.
