PERMIT REFUNDS

Permit Refunds and Cancellations
Due to Governor Gavin Newsom’s "Stay at Home" Executive Order, the processing of parking permit refunds will be significantly delayed.

All parking permit returns will be processed once the campus resumes normal operations. Refunds will be processed in the order that they are received, and the amount will reflect the postmarked date, or the day dropped off in the Parking Office drop box.

Semester Permits:
Permits can be returned by mail or via the Parking Office drop box located in building T-1400. If returning your permit by mail, please send to P.O. Box 34065, Fullerton, CA 92834. Please include the Parking Permit Refund Form with your return.

Payroll Deduction Permits:
To cancel your payroll deduction, please return your parking permit by mail or via the Parking Office drop box. Please include the Parking Permit Refund Form with your return.

Spring 2020 Refund Amount

<table>
<thead>
<tr>
<th>Return Date</th>
<th>R11, ASC, ASI &amp; Non-Union</th>
<th>Units 1, 4 &amp; 8</th>
<th>Units 2, 5, 7 &amp; 9</th>
<th>Unit 3</th>
<th>Units 6, 10 &amp; Temp Agency</th>
<th>Motorcycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/19 – 4/22</td>
<td>$48.25</td>
<td>$15.75</td>
<td>$16.76</td>
<td>$14.86</td>
<td>$13.50</td>
<td>$30</td>
</tr>
<tr>
<td>4/23 – End of Term</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

Payroll Deduction Rates

<table>
<thead>
<tr>
<th>Classification</th>
<th>Monthly Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Represented (MPP, ASC, ASI)</td>
<td>$43</td>
</tr>
<tr>
<td>Units 6 and 10</td>
<td>$12</td>
</tr>
<tr>
<td>Units 1, 4, and 8</td>
<td>$14</td>
</tr>
<tr>
<td>Unit 3</td>
<td>$13.19</td>
</tr>
<tr>
<td>Units 2, 5, 7, and 9</td>
<td>$14.91</td>
</tr>
</tbody>
</table>
Parking & Transportation Services (P&TS)

Faculty and Staff Permit Information

Revised Date: 3/30/2020

Description: The permit purchasing process, types of permits, and fees are described below.

Step 1: Determine Eligibility

Permit types are determined by employment status and an active employment contract. Employees without an active contract are eligible to purchase a **Student Semester Permit**.

Step 2: Select Permit Type

Depending on bargaining unit and classification type, employees may purchase a **Represented Semester Permit (Units 1-10)**, a **Non-Represented, Teaching Associate (Unit 11)**, a **Motorcycle Permit**, an annual **Payroll Deduction Permit**, or a **Daily Parking Permit**. Grad Assistants and Instructional Student Assistants are not eligible for a Faculty/Staff permit. All faculty/staff permits are valid in faculty/staff and student lots. Parking enforcement hours are Monday through Thursday (7 a.m. to 10 p.m.) and Friday (7 a.m. to 5 p.m.).

Other permits include:
**Emeriti Permit**: Permits are issued by Human Resources, Diversity and Inclusion, and are valid in all faculty/staff and student lots.
**University Support Permit**: Available for approved Board Members. Permits are valid in 30 minute zones, faculty/staff and student lots.
**Special Permit**: Division Head approval is required. Permits must be displayed with a valid faculty/staff permit, and are valid in 30 minute zones, special permit zones.
**Osher Lifelong Learning Institute (OLLI) Permit**: Permits are distributed by the OLLI office and are valid in Lot J and student parking spaces.
**Disabled Person (DP) Parking**: Display both the DMV DP placard/plates and a valid CSUF parking permit. Permit is valid in any designated DP space, faculty/staff space, student space, Park and Pay space, or 30 minute zones.

Step 3: Purchase Permit

Purchase permits through the [online portal](http://parking.fullerton.edu). Have the vehicle license plate number (last 7 digits of VIN # if no plate), make, model, and color ready at time of purchase. Verify all account information is correct including mailing and email address. Print out a Temporary Parking Permit while the physical one is being mailed.

Purchase a **Payroll Deduction Permit** in-person at the Parking & Transportation Services Office (T-1400) Monday through Friday (8 a.m. to 5 p.m.) with a valid CSUF Titan Card or other photo ID.
Payroll Deduction Permit Information

Step 1: Permit Eligibility

- Employees must be a salaried, permanent state employee, on a 12 month pay plan.
- ASC/ASI employees must contact the Human Resources Department to purchase a permit.
- Graduate students, lecturers, and intermittent/temporary employees with an employment date of less than 12 months are not eligible.
- Only one permit can be sold to each employee.

Step 2: Purchase Permit

State Employees can purchase a permit in the Parking Office (T-1400), through the parking portal, or the parking website.

ASC/ASI Employees can purchase a permit in the Parking Office (T-1400) and must provide a memo authorizing the payroll deduction from their Human Resources Department.

Step 3: Permit Fees

The initial payment applies to the current month of purchase, and the monthly fee will be deducted from the paycheck each month thereafter.

Faculty/Staff approved to receive a Special Parking Permit pay $61.00 per month and must own a Payroll Deduction Parking Permit.
POLICIES

Permit Placement
Please ensure permits are displayed at all times with the date and time clearly visible.

Replacement Policy
Permits not received in the mail must be reported to Parking & Transportation within one week of the expiration of the temporary permit in order to receive a replacement.

If a vehicle is issued a violation for displaying a lost permit, and the permit is recovered from the vehicle during the dates/period it is valid, the individual who lost the permit will be refunded the cost of the replacement permit purchased or administrative fee paid.

Daily Exemptions
Employees who forget a permit may request an exemption for the day. Call Parking & Transportation Services at (657) 278-3082 and provide a CWID, permit number, make, model, and color of the vehicle, license plate number, and the vehicle location.

After the information is verified, the vehicle will be placed on the daily “exemption list”. Please note, only two requests will be honored each month.

Reporting a Lost or Stolen Permit
- File a report at the Parking & Transportation Services Office (T-1400).
- A replacement permit will be issued at the prorated rate during that time.
- Parking permits that are declared lost or stolen are not valid.
- Vehicles displaying a lost or stolen permit will be issued a parking ticket for displaying an invalid parking permit with a fine of $350.
- If the permit is recovered by Parking & Transportation Enforcement Staff, the fees may be refunded.