

MILLERSVILLE UNIVERSITY PARKING PERMIT REQUEST FORM

2011/2012 academic year (August 24th, 2011 through August 17th, 2012)

NOTE: Please complete ALL sections of this application before submitting

⇒ APPLICATION IS FOR COMMUTER / RESIDENT STUDENTS (DORM WITH 30+ CREDITS) ONLY ⇐

1) PERSONAL INFORMATION: (All information is required)

NAME: _____ STUDENT M#: _____

DATE OF BIRTH: _____ DRIVERS LICENSE #: _____

LOCAL ADDRESS: _____
(Local info needed – street, city, state, zip) (Dorm info needed – Dorm and dorm room # only)

HOME ADDRESS: _____
Street City State Zip

PHONE NUMBER: (Cell #) _____ (Home #) _____

2) PLEASE SELECT THE PERMIT TYPE WHICH YOU REQUIRE:

Commuter Permits: Valid from 7a.m. – 3a.m. weekdays only (3a.m. - 7a.m. not valid on campus) White lined spaces only.

Fall Only (\$63) _____
(Aug 29th – Dec 18th, 2011)

Spring Only (\$63) _____
(Jan 23rd – May 12th, 2012)

Summer Only (\$53) _____
(May 14th – Aug 17th, 2012)

Full Year (\$95) _____
(Aug 29th 2011 – Aug 17th 2012)

Resident Permits: Designated for areas listed on parking permit. Green or Blue line spaces only.

Fall Only (\$63) _____
(Aug 29th – Dec 18th, 2011)

Spring Only (\$63) _____
(Jan 23rd – May 12th, 2012)

Full Year (\$105) _____
(Aug 29th 2011 – Aug 17th 2012)

Credits Passed: _____

Evening Permits: Valid from 4p.m. - 3a.m. weekdays, **PERMIT EXPIRES August 17th, 2012**

Full Year Only (\$35) _____ (Aug 29th 2011 – Aug 17th 2012 after 4p.m. only)

⇒ **FULL YEAR PERMITS FOR RESIDENT AND COMMUTER STUDENTS ARE VALID UNTIL AUGUST 17th 2012** ⇐

3) MANDATORY VEHICLE INFORMATION:

PRIMARY VEHICLE

License Plate #: _____ State _____

Make: _____

Model: _____

Color: _____

SECONDARY VEHICLE (if any)

License Plate #: _____ State _____

Make: _____

Model: _____

Color: _____

4) DECLARATION:

I, the undersigned, acknowledge that:

- The information provided in this application is correct;
- The permit issued to me is the property of Millersville University, is non-transferable, and is for my use only;
- I agree to comply with the Millersville University Traffic and Parking regulations;
- Consequences of failure to follow parking regulations may generally only be discussed with the permit holder or registered student of listed vehicles.

Signature: _____

(Do not write below this line)

DATE: _____

PERMIT #: _____

FEE: _____

STATUS: _____

NOTES: _____

ALL VEHICLES parked on the Millersville University campus **MUST** display a current parking permit at all times except weekends. (Weekend hours are from 4p.m. Friday through 7a.m. Monday)

In an effort to minimize the number of lines in which you stand at the beginning of the semester, the University Police Department is offering early parking registration. If you wish to have your permit mailed to you, you must complete the form on the reverse side of this page and return it with your remittance to:

Millersville University Police/Parking
P.O. Box 1002
Millersville, PA 17551

You must enclose a self addressed stamped # 10 size envelope. (41/8" x 91/2" or larger) If you include an envelope with appropriate postage, we will mail you your parking permit. You should display your permit on the first day of classes. **If you do not include a # 10 sized self-addressed stamped envelope, your permit will need to be picked up at the University Police Station during regular business hours (Mon. – Fri, 8:00 a.m. to 4:30 p.m.)**

THERE WILL BE NO EXCEPTIONS TO THIS RULE.

The first week of classes during the Fall, Spring and Summer semesters are considered grace periods for having a parking permit. During this period, if you do not have a permit, you may receive a warning instructing you that you need a parking permit. After the first week of classes, the owner of any vehicle that receives a parking ticket for not displaying a current permit will be responsible to pay for that ticket. The grace period will not be extended. (THE GRACE PERIOD DOES NOT APPLY TO ANY OTHER VIOLATION OF THE PARKING REGULATIONS OTHER THAN A PERMIT VIOLATION)

Evening permits are designated for use by commuting students that are not on campus during the daytime hours, or students who live within walking distance of the University. (For complete evening permit information, visit our Parking Division office) Evening permits are valid from 4 p.m. to 3 a.m., Monday through Thursday. You may park in any designated parking space not reserved by signs.

You must be parking in a designated parking space displaying a valid permit at all times while on the Millersville University campus.

If you have outstanding parking tickets, you will be required to pay them before we can process your application.

Permits purchased in the 2010 - 2011 school year will not be valid. You must purchase a valid permit for this 2011 – 2012 school year.

Please use this quick checklist when you are ready to send in your application:

- Did you **completely** fill out your application; check off which permit you are applying for?
- Did you include a check or money order payable to **M.U. Traffic Fund?**
- Did you remember to **read** and **sign** your application?
- If you wish to have your permit mailed back to you, did you include a self-addressed stamped #10 size envelope? (41/8" x 91/2" or larger)
We will not mail your permit if you send a postcard size envelope, must be #10 or larger size envelope.
- Did you include your local address on your application? (if applicable)
Your local address is your campus dorm or apartment address, if you are a dorm student and do not include this local address, we cannot process your application.
- Did you include your student I.D. number?
This number is located on your student I.D. card located under your picture (example M00123456). If you do not have a valid student I.D., we cannot process your application.

If you have any questions regarding the rules and regulations about parking here at Millersville, please give us a call at 717-872-3432, please do not assume something if you do not know. **We are not responsible for incorrect information that may be told to you by anybody other the MU police or the Parking Division.**