



Parking Permit Refund Request

In order to receive a refund on an RCCD Parking Permit, student must attach the parking permit to this form and either walk it in to Parking Services at the Riverside campus or mail it to RCCD Parking Services.

This form and the permit must be received by RCCD Parking Services no later than the deadline to drop classes in order to receive a refund. Note: If students bring Refund Request Form to Admissions on the refund deadline date, Admissions will date stamp the form. The student can then mail it to Parking Services.

Refunds are credited to the student's enrollment account and are mailed to the student approximately 6 weeks after the refund deadline. No immediate refunds are available.

If, for short-term classes, students add the class after the first day they may be adding past the refund date.

Refund Policy

Students are eligible for a refund of the parking fee prior to the refund deadline. Refund deadlines may be viewed and printed from the WebAdvisor menu at www.rcc.edu. (click on *Class Name/Title*).

The deadline to drop full-term classes and receive a refund is usually two weeks from the beginning of the term. The deadline to drop short-term classes is prior to 10% of the class meetings. The \$3.00 shipping/handling fee for online orders is not refundable.

RCCD Parking Services is located in the second building on top of the Parking Structure in the front of the campus off of Magnolia and Terracina. Turn off of Magnolia Avenue on to Terracina Avenue and go on to the parking structure. It is the second building at the top.

Mailing Address
RCCD Parking Services
4800 Magnolia Avenue
Riverside, CA 92506

Office hours: Monday-Friday 8:00 am to 4:30 pm
(951) 222-8521

Last Name

First Name

Student ID# _____ Parking Permit # _____

Mailing address: _____
Street number & Street (or PO Box)

City

State

Zip

Phone _____

If the refund deadline has passed but there are special circumstances (i.e. accident, death), you must attach documentation.