



Parking Permit Refunds Policy

The University's policy is to allow Permit holders who no longer require a parking permit, to return this and receive a pro-rata refund as follows:

- Requests for refunds should be submitted by email/letter stating the reason for the refund request;
- All refunds are based on the number of calendar months left in the Charging Period at the time of request;
- Requests for refunds received by the Car Parking Office after 4pm on the 7th day of any given month will be calculated on the basis of the remaining number of calendar months in the Charging Period, commencing from the first day of the subsequent month.

Refunds will be credited to a debit/credit card either over phone or in person at the Car Parking Office (10am-4pm, Monday to Friday). For staff paying through the *salary deduction scheme*, the necessary adjustment will be made within the following monthly salary payment.

Please note:

- Permits must be returned to the Car Parking Office before a refund will be issued.
- Unfortunately, no cash refund can be given.

For further information please contact the Car Parking Office (Room 4Z2, Cottrell Building):

Telephone: 01786 466065 | email: car.parking@stir.ac.uk