Parking Decal Billing and Refunding Policy

Meredith College provides ample parking by decal as a privilege to its students. Please read the following policy carefully regarding the issuance and refunding of parking decals.

Parking decals are charged for the full year at the beginning of the academic year. If a student receives a decal after the start of the fall semester, charges will be applied at the time the registration is completed. It is the responsibility of the student to ensure that registration is received in the Office of Campus Police in a timely manner.

In July, students may receive a decal in the mail if the registration is received in the office with a self-addressed return envelope with sufficient postage by the date indicated on the form. After that date students will need to come to Campus Police to receive their decal.

Decals are issued by Campus Police. You must pay for your decal or other parking charges in the Accounting Office. The Accounting Office will accept your payment at 120 Johnson Hall during business hours or as indicated on this website:
http://www.meredith.edu/on_campus_services/accounting/billing_and_payments/

If you are issued a decal and do not attend the entire year, you are responsible for returning the decal to the Office of Campus Police in order to receive a refund**. A refund request will then be sent to the Accounting Office and credited to your account. If you owe no other fees, a refund check will be generated. FAILURE TO RETURN YOUR DECAL within the time limits specified below WILL RESULT IN FORFEITURE OF ANY REFUND. If you are unable to remove your decal, please come to Campus Police for assistance.

**Exception: Commuter students who plan to graduate in December may receive a one-semester decal in the fall. You will not be required to return your decal.

Pro-rated charges: You may have your parking charges pro-rated based on when you leave school due to leave of absence or withdrawal. You must still return your decal. Proration is determined by THE DATE THE DECAL IS RETURNED and according to the break schedule for each semester as follows:

If decal is returned:

Prior to fall break: 25% of annual fee will be charged
First day of fall break to end of fall semester: 50% annual fee will be charged
Beginning of spring semester prior to spring break: 75% annual fee will be charged
First day of spring break to end of spring semester: 100% annual fee will be charged

The same rules apply in the converse situation where a student needs a decal during the academic year (with the exception of students who only attend summer school):

If decal is received by the student:

Prior to the first day of fall break: 100% of annual fee will be charged
First day of fall break to end of fall semester: 75% annual fee will be charged
Beginning of spring semester prior to spring break: 50% annual fee will be charged
First day of spring break to end of spring semester: 25% fee will be charged

Accounting – 120 Johnson Hall (919) 760-8363 Campus Police-Security Office (919) 760-8888
Vehicle Registration

ALL CARS PARKED ON CAMPUS MUST HAVE A VALID DECAL/PERMIT!!!

A student may obtain a parking permit for a vehicle that is legally registered with a current registration and a current inspection decal. **DO NOT SEND PAYMENT. YOU WILL BE BILLED FROM THE ACCOUNTING OFFICE.**

Student Name(print):_______________________________________ Phone:_______________________

Address:_____________________________________________________________________________

Student ID __________________________________________________________________________

License Plate Number & State____________________________________________________________

Vehicle Make:______________________________ Vehicle Model:______________________________

Vehicle Color:______________________________ Vehicle Year:______________________________

REGULATIONS—***PLEASE READ AND INITIAL BELOW***

Students should be familiar with the parking regulations as set forth in the Meredith College Student handbook which is available online. Parking tickets will be given for parking in any area other than the assigned area indicated on your decal. A student violating a parking regulation will be penalized by a ticket carrying a $50.00 fine for each ticket received. Auto-boot, handicapped and fire lane violations are $100.00. Fines may be paid in the Accounting Office or your account will be billed. **ANY VEHICLE PARKING ON MEREDITH COLLEGE CAMPUS MAY BE BOOTED AND/OR TOWED FOR VIOLATIONS WITHOUT WARNING. STUDENTS MUST PARK IN ASSIGNED LOTS AT ALL TIMES.** INITIAL________________________

DECAL MUST BE PERMANENTLY AFFIXED TO THE REAR WINDOW. NO EXCEPTIONS MADE FOR LEASED OR DEALER VEHICLES. TAPING DECAL TO THE WINDOW IS UNACCEPTABLE AND YOUR CAR WILL BE TICKETED. DECALS CANNOT BE SWITCHED TO ANOTHER VEHICLE. INITIAL________________

**APARTMENT RESIDENTS DECALS ARE TO BE ATTACHED ON UPPER RIGHT FRONT (driver’s side facing front of vehicle) WINDSHIELD. INITIAL____________

STATUS – PLEASE CHECK

The Oakes Apt _________ Annual Residence Hall _________
Annual Commuter _________ Graduate Commuter _________

I HAVE READ AND UNDERSTAND ALL PARKING REGULATIONS AND REFUND POLICIES.
INITIAL_______

**FORM MUST FILLED OUT COMPLETELY OR IT WILL NOT BE PROCESSED.**

Student’s Signature__________________________________________ Date____________________

MAIL OPTION: Print completed form and mail to: Meredith College Security, 3800 Hillsborough St., Raleigh, NC, 27607 with a SELF-ADDRESSED STAMPED ENVELOPE. No decals will be mailed after August 1.

PICK UP OPTION: Print completed form and bring to Campus Security Monday – Friday from 7:30AM – 4PM.

If any questions, call Campus Security at 919.760.8888.