

How To Request A Permit Refund

Step 1: Access the Parking Forms Library at <https://www.nvcc.edu/parking/forms.html>

Download the Permit Refund Request Form [NVCC 105-083](#)

**Note: The form can also be requested at any Parking Services Office location*

NOVA Northern Virginia Community College

Academics Admissions & Aid Services & Support Student Life About NOVA

PARKING FORMS

Home > Parking Services > Parking Forms

IN THIS SECTION

- Parking Services >>
- Parking Fees and Fines >>
- Parking Forms >>**
- Reserved Vanpool and Carpool Spaces >>
- NOVA Parking Garages >>

View and Download Forms


Form Name	Form Number
Fee Waiver Request	NVCC 105-114
Parking/Traffic Ticket Appeal	NVCC 105-072
Permit Refund Request	NVCC 105-083
Permit Replacement Request	NVCC 105-119
Semester-Long Permit Request	NVCC 105-218
Vehicle Registration Form	NVCC 105-066
Overnight Parking	

Step 2: Fill out the Permit Refund Request Form

All fields in the Customer Information section are required and must be completed

Do not fill out any information in the 'For Office Use Only' section

**Note: To be eligible to receive a refund, the form must be received by the earliest add/drop date (Census Date) as listed in the Schedule of Classes or within three(3) business days of class cancellation/moved off-campus. If classes were dropped after the add/drop date (Census Date) or you have an outstanding parking debt, you are not eligible to receive a refund.*

		Form 105-083 Rev. 07/22
Parking Services: Permit Refund Request		
Customer Information:		
Name: _____	Student ID / EMPLID: _____	
Address: _____	Street	
_____	_____	_____
City	State	Zip Code
Phone number: _____	Email: _____	
License Plate: _____		
Permit Purchased:	<input type="checkbox"/> Online <input type="checkbox"/> Over the Counter <input type="checkbox"/> CASH/CHECK <input type="checkbox"/> CREDIT/DEBIT <input type="checkbox"/> NOVACARD	
Last 4 Digits of Credit Card*: _____	<small>(Refunds must be processed to the credit card used to purchase the permit.)</small>	
<small>Note: Permits are deactivated while refund requests are under review; Parking without a permit or hourly payment will result in a citation</small>		
Customer's Signature: _____	Date: _____	
For Office Use Only:		
Notes: _____		
Processed By: _____		
Date: _____	Location: _____	
Approval Signatures: _____		
_____ Central Office Use Only _____		
Purchase Date: _____	Time: _____	
Processed By: _____	Date: _____	

Step 3: Return the filled out/signed form to the Parking Services Office

Online purchase refunds requests can be submitted to any Campus Parking Service Office or emailed at parking@nvcc.edu

Refunds for Over the Counter purchases must be submitted to the campus at which the original purchase was made

Form 105-083
Rev. 07/22

NOVA | Northern Virginia
Community College

Parking Services: Permit Refund Request

Customer Information:

Name: Tara Test **Student ID / EMPLID:** 757575

Address: 123 Test Way **Street**

Test VA 12345
City State Zip Code

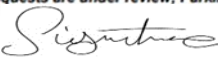
Phone number: (123) 456-7890 **Email:** ttest@youremail.edu

License Plate: TEST

Permit Purchased: Online Over the Counter CASH/CHECK CREDIT/DEBIT NOVACARD

Last 4 Digits of Credit Card*: 1 2 3 4 (Refunds must be processed to the credit card used to purchase the permit.)

Note: Permits are deactivated while refund requests are under review; Parking without a permit or hourly payment will result in a citation

Customer's Signature:  **Date:** _____

Step 4: Your request form will be reviewed by the Parking Services Office and if approved, it will be processed
Refunds for Cash and Check transactions will be refunded back in the form of a Check
Refunds for NOVACard Transactions will be refunded back into the student's NOVACard account
Over the Counter and Online credit card transactions will be refunded back into the original credit card

Step 5: If your form is submitted past your earliest add/drop (Census Date), you may request an exception to the permit refund policy by writing a Letter of Explanation and including appropriate documentation with your form

**Note: Exception requests will be submitted to the Director of Parking and NOVACard Services or designee for review and approval. You will be notified of the decision via telephone or email (all correspondence by email requires the use of your college email address).*