

## REFUND POLICY – PAY PARKING PERMITS

*All refunds are processed by VINCI Park head office.  
Refund cheques are mailed to recipients.  
Submit form “Request for Refund - Pay Parking Permit” with the permit to Parking Services Office, Arbutus Building, room 032 to initiate process.*

### MONTHLY PERMIT (valid from date of purchase to same date of following month)

No refund.

### TERM PERMIT (valid from date of purchase to same date of month four)

The value of the permit will be refunded minus the number of months (or portion thereof) expired X \$50.

**Refund Example:** Purchased on September 15<sup>th</sup> and returned for refund on October 18<sup>th</sup> would be calculated as  
 $\$135 - (2 \text{ months @ } \$50/\text{mo}) = \$35.00 \text{ refund}$

### ANNUAL PERMIT (valid from date of purchase to same date of month twelve)

The value of the permit will be refunded minus the number of months (or portion thereof) expired X \$50.

**Refund Example:** Purchased on September 15<sup>th</sup> and returned for refund on December 18<sup>th</sup> would be calculated as  
 $\$235 - (4 \text{ months @ } \$50/\text{mo}) = \$35.00 \text{ refund}$

## ADMINISTRATION FEE

At this time there is no administration fee for the cost of processing a refund.

***Terms, conditions, fees and refund policy are subject to change without notice.***