

**Capilano University Parking Services – Managed by VINCI Park**

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## Request for Refund of Pay Parking Permit

- Refunds are processed only by VINCI Park’s Vancouver office – allow 15 business days
- Enquiries after that time may be made to VINCI at 604-684-6634
- Refunds are made only to the original purchaser
- Permit must be surrendered at time of request
- Refund amount is calculated as of the date permit is surrendered

**Submit completed form to: Parking Services Office – 2055 Purcell Way, Arbutus building, room 032**

Please print clearly

**Name**

\_\_\_\_\_

First Name

Last Name

**Mailing Address:**

\_\_\_\_\_

Street

City

Postal Code

**Telephone**

\_\_\_\_\_

**Banner I.D.**

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date Signed

*Capilano Parking Services Office Use Only Below This Line*

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Verify Banner I.D. _____	Driver License #: _____	<b>Time Stamp</b>
Verify Permit #: _____	Original Receipt #: _____	
Date Permit Returned $\frac{\quad}{\text{Yr}} / \frac{\quad}{\text{Mo}} / \frac{\quad}{\text{Day}}$	Amount of Refund: _____	
Processed By: _____	Date: _____	

*VINCI Park Head Office Use Only Below This Line*

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Date Received

$\frac{\quad}{\text{Yr}} / \frac{\quad}{\text{Mo}} / \frac{\quad}{\text{Day}}$

Received By: \_\_\_\_\_