

ZONE PERMITS Permits are issued by zone depending on enrollment or employment status with the College, taking into account special needs. Fees may be paid in full at registration or, in the case of faculty and staff, by payroll deduction.

PLACEMENT Parking decals are removable and must be affixed to the lower left-hand corner of the front windshield. Decals must be clearly visible through the front windshield.

REPLACEMENT PERMITS Notify the Campus Safety and Parking Office immediately if your permit is lost or stolen. Log on to ThePermitStore.com to request a replacement permit. Once a replacement permit is ordered, the old permit is no longer valid. There is a \$10 processing fee for replacement permits.

REFUNDS If you withdraw (or cease College employment) within five days of receiving your permit, 100% of the permit cost will be refunded provided you return your permit by mail to ThePermitStore.com and permanently remove your vehicle from the campus.

PERMITS ARE NOT TRANSFERABLE Remove your permit from your vehicle if you sell it or otherwise transfer ownership. Log on to ThePermitStore.com to change or update your vehicle information. Permits may not be transferred to other individuals or used on vehicles not registered for that permit.

Violations

CITATIONS Citations may be presented to the owner/operator in person, placed on the vehicle windshield or mailed. It is possible to receive a citation for more than one infraction at a time.

APPEALS MUST BE MADE WITHIN 15 DAYS OF TICKET ISSUE. Appeals must be submitted online at www.scapay.com. Do not wait for further contact from the Campus Parking Office. After 30 days all outstanding fines will be submitted to Student Accounts and will be added to individual bills until settlement. Once fines have been submitted for collection in Student Accounts you will no longer be able to appeal the ticket and a \$25 administrative fee will be added.

TOWING Vehicles with three or more unpaid tickets will be towed from campus. Vehicles operated by campus affiliates that are unregistered with the College through IPARQ can be towed without warning. Faculty, staff, students and affiliates parked outside of Champlain College zones may be towed.

Infraction	Fine* (1st Offense)	Fine* (Subsequent)
Parking on grass/sidewalks, in non-permitted zone or outside white lines	\$25	\$50
Improper permit placement	\$25	\$50
Unregistered vehicle	\$50	\$100
Handicap zone, fire lane	\$50	\$100
Use of unauthorized permit	\$100	\$200

* Towing charges are in addition to these fines.

Note: Fines must be paid in full in order to receive a new parking permit, confirm course registration, receive a transcript or be awarded a degree.



CHAMPLAIN COLLEGE

PARKING PROGRAM AND REGULATIONS



CAMPUS SAFETY & PARKING OFFICE
865-5403

DURICK HALL
Monday-Friday, 8:00 a.m.-4:00 p.m.

For the most up-to-date policy information, go to: www.champlain.edu.

Champlain College is located in a residential neighborhood in the heart of Burlington. This means that parking on campus and surrounding streets is extremely limited. In an effort to make the most efficient use of our limited parking spaces on campus and to maintain the good relations we enjoy with our neighbors, Champlain has developed a strict campus parking policy that applies to everyone — students, faculty, staff and visitors.

General Regulations

ALL VEHICLES MUST BE REGISTERED All Champlain College students, faculty and staff must register their cars and park in their assigned zones. **Failure to park in your assigned zone—including city streets outside the parking zone map—will result in fines, towing, and/or additional College imposed sanctions.** Permits are issued by zone, and only those vehicles with a valid permit for a particular zone may park in that zone. For example, residential students with Zone 6 permits may not park in Zone 7 at any time.

PERMITS Permits must be properly displayed while in the College's assigned parking zones, including designated city streets. Vehicles not displaying the required permit will be cited for a fine and/or towed at the owner's expense. (See back panel for details about permits and citations.)

ONE PERMIT PER PERSON No faculty, staff or student can receive more than one permit. Only one registered car may be parked in College zones or designated parking areas at any one time.

PARKING SPACE IS NOT GUARANTEED From time to time, it is possible that no parking will be available in designated campus zones. In such cases, permit holders may park in Zone 1 or Zone 6 and use the free shuttle.

PARK BETWEEN WHITE LINES The only legal parking space in any College parking lot is between two white striped lines.

PROHIBITED AREAS Standard parking regulations apply to vehicles parked on campus. No vehicle may be parked in driveways, fire lanes, handicapped parking or reserved spaces (unless the operator has a permit for such spaces), non-designated parking spaces, on lawns or courtyards, or by blocking a legally-parked vehicle. Vehicles in violation will be towed at the owner's expense. Also note that College-affiliated parking is NOT permitted at any time on the following streets: Cliff, Spruce and South Union from Cliff Street to Maple Street.

NO PARKING 12:30 A.M. TO 6 A.M. Regardless of the permit held, no student, faculty or staff may park on adjacent city streets from 12:30 a.m. to 6:00 a.m. Vehicles parked overnight in campus zones must be moved to their assigned zones by 8:00 a.m. Overnight parking is available in the Zone 6 (Gilbane) lot.

RESIDENTIAL STUDENTS REQUIRING A CAR FOR EMPLOYMENT OR MEDICAL REASONS MAY BE ISSUED A ZONE 7 PERMIT. In cases of medical need, proof is required in the form of a Doctor's documentation. In cases of employment, proof in the form of a letter from the employer stating the hours of work, plus a pay stub confirming hours worked is required. All other residential students will park in the Gilbane Lot, free of charge.

VEHICLES EQUIPPED WITH ALARMS that do not cease emitting intermittent or constant sound for a total of three minutes within any 15-minute period are strictly forbidden. Violators will be ticketed and towed.

VISITOR PARKING Visitors to the Office of Admission are free to park in any available, non-reserved parking space. The parking area west of Skiff Hall is closest to the Office of Admission and temporary visitor permits may be obtained from Admission staff at that location.

NON-COMPLIANCE Failure of a student or employee to register a motor vehicle and/or comply with College parking policies will result in fines, towing charges and loss of permission to park a vehicle in College zones, as well as the possible loss of other privileges, suspension or dismissal. Failure to pay parking fines in a timely manner will affect students' financial standing with the college.

WAIVER OF LIABILITY Champlain College assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked in

campus zones. Any damage or theft involving the vehicle (interior or exterior) is the owner's responsibility.

PERMIT POLICY Students, faculty, staff and vendors who bring a vehicle to campus must register their vehicle with the Campus Safety and Parking Office. Visitors should ask their campus contact for information about parking on campus.

PERMIT FEES Permit fees are \$100/semester for full-time Faculty/Staff and Commuting Students, \$50/semester for part-time Faculty/Staff and Commuting students. Permit fees are \$100/semester for residential special needs permits. There is no charge for parking in qualified satellite lots. There is no charge for evening students to obtain a Zone 9 permit allowing them to park in any available lot after 4 p.m. or in Zone 1 and 6 lots during shuttle hours. There is no charge for students to park in the Gilbane lot at any time.

How to Register Your Vehicle

Register your vehicle online by visiting the Champlain College website at www.champlain.edu and by following the IPARQ prompts.

Your permit will be mailed to your campus mailbox. If you do not have one it will be sent to the address you provided during registration.

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