

Drexel Parking Services

Refund Request Form

Authorization Agreement

I hereby request a refund and cancellation of my term permit parking agreement.

Customer Information

First and Last Name: _____

Signature: _____

Drexel ID Number: _____

Student

Employee

Students

Section #1: Student Pre-Approved Reason (Circle One)

- i. **Academic Withdrawal from the University** – A student who withdraws from the University for Academic Reasons must submit an Undergraduate Withdraw Form from his/her academic college or the Student Resource Center.
- ii. **Co-op Outside the Area** – Students taking a cooperative assignment where on campus parking is not needed. Verification with co-op advisor is required.
- iii. **Study Abroad** – Students must submit documentation from the Study Abroad Office.
- iv. **Taking a Quarter Off** – If a student decides to take a term off by not registering for classes or co-op for any given term, the student must complete the Refund Request form and return the permit before the first day of class.

Section #2: Other Reason (Attach Explanation)

Employees

Section #3: Employee Pre-Approved Reason (Circle One)

- i. **Academic Withdrawal from the University** – A student who withdraws from the University for Academic Reasons must submit an Undergraduate Withdraw Form from his/her academic college or the Student Resource Center.
- ii. **Co-op Outside the Area** – Students taking a cooperative assignment where on campus parking is not needed. Verification with co-op advisor is required.
- iii. **Study Abroad** – Students must submit documentation from the Study Abroad Office.
- iv. **Taking a Quarter Off** – If a student decides to take a term off by not registering for classes or co-op for any given term, the student must complete the Refund Request form and return the permit before the first day of class.

Reconciliation & Signature

Date Received: _____

Refund Amount: _____

Authorized Approval Signature: _____

Date Approved: _____