

Permit Refund Policy:
Revised September, 2011

1. Permits canceled/returned before their activity date (e.g. a fall semester permit purchased online in the summer preceding the semester start) are refundable, minus a \$10.00 refund processing fee.
2. Permits canceled/returned within the first two weeks of Fall Semester are refundable, minus a \$10.00 refund processing fee.
3. Permits canceled/returned after the first two weeks of Fall Semester but before September 30 are 50% refundable, minus a \$10.00 processing fee.
4. Permits canceled/returned after September 30 are NOT refundable, except as indicated in item 12, below.
5. Permits purchased during the Semester II permit sales period which are returned/canceled before their activity date (e.g. purchased in December for a January activation) are refundable, minus a \$10.00 refund processing fee.
6. Permits purchased during the Semester II permit sales period which are returned/canceled within the first two weeks of Spring Semester are refundable, minus a \$10.00 refund processing fee.
7. Permits purchased during the Semester II permit sales period but canceled/returned after the first two weeks of Spring Semester, but before February 28 are 50% refundable, minus a \$10.00 refund processing fee.
8. Permits purchased during the Semester II permit sales period but canceled/returned after February 28 are not refundable, except as indicated in item 12, below.
9. Summer and J-Term permits canceled/returned prior to their activity date are refundable, minus a \$10.00 refund processing fee.
10. Summer and J-Term permits canceled/returned within the first ONE week of their active period are refundable, minus a \$10.00 refund processing fee.
11. Summer and J-Term permits canceled/returned after the first week of Summer or J-Term semesters are not refundable, except as indicated in item 12.
12. Annual, 1-semester or 2-semester permits are refundable within two weeks of purchase or renewal, minus a \$10.00 refund processing fee. Summer and J-Term permits are refundable within one week of purchase, minus a \$10.00 refund processing fee.

Notes: Shipping & handling fees applied to online sales are NOT refundable.

These procedures apply to semester/year passes. Refunds are not available for day, hourly, event passes, etc.

Deadline synopsis:

Fall Semester

<u>From:</u>	<u>To:</u>	<u>Refund?</u>
Summer pre-sales	1 st Day of Sem. 1	Yes, Full -\$10
1 st Day of Sem 1	Day 14 of Sem 1	Yes, Full -\$10
Day 15 of Sem 1	Sept. 30	Yes, 50%-\$10
Oct. 1	End of permit period	No.

Spring Semestser

<u>From:</u>	<u>To:</u>	<u>Refund?</u>
Winter pre-sales	1 st Day of Sem 2	Yes, Full -\$10
1 st Day of Sem 2	Day 14 of Sem 2	Yes, Full -\$10
Day 15 of Sem 2	Feb. 28	Yes, 50%-\$10
March 1	End of permit period	No.

Summer or J-Term

<u>From:</u>	<u>To:</u>	<u>Refund?</u>
Pre-sales	1 st day of session	Yes, Full -\$10
1 st day of session	Day 7 of session	Yes, Full -\$10
Day 8 of session	End of permit period	No.