



## PARKING PERMIT APPLICATION

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Email: \_\_\_\_\_ Student Phone: \_\_\_\_\_

Tag Number: \_\_\_\_\_ Tag State: \_\_\_\_\_ Type of Tag:  Regular  Wildlife  Custom

Vehicle Year: \_\_\_\_\_ Make \_\_\_\_\_ Model: \_\_\_\_\_ Color \_\_\_\_\_

Student Signature: \_\_\_\_\_ Request Date: \_\_\_\_\_

### To Be Completed By Staff

Decal #: \_\_\_\_\_ Decal Exp. Date: \_\_\_\_\_ Issuing Staff Member: \_\_\_\_\_

All persons operating a motor vehicle on the campus of Wiregrass Georgia Technical College do so at their own risk. Students, faculty, staff, and visitors are encouraged to secure vehicles while parked in the parking lot against theft or vandalism. WGTC is not responsible for damage or loss incurred while on the campus. Operating a vehicle on campus is a privilege, not a right. All persons operating a motor vehicle on campus are expected to adhere to all traffic and parking regulations.

**Parking Decals.** All vehicles that park on campus are required to be registered and display a parking decal affixed, as designed, to the inside of the front windshield at the bottom on the passenger side of the vehicle. Replacement decals may be obtained from the WGTC Police Department or the reception area. Faculty, staff, and students are required to display the parking permit at all times while on the campus. Temporary parking passes may be obtained from WGTC Police Department for emergency use. A termination date will be issued for the permit.

**Student Parking Areas.** Students may park in designated parking areas only. Generally, any space not specifically designated or identified for a specific person or group is acceptable for parking by students. Specifically, students may not park in the following areas:

- Reserved Parking (for faculty and staff)
- Handicapped Parking (requires a state-issued permit or special license plate)
- Visitors Parking
- Spaces reserved for "Government Vehicles Only"
- In the road or right of way for vehicular traffic
- Loading zones
- On the grass or sidewalks
- In areas specifically marked "No Parking"
- In areas reserved for customers

**Parking illegally** will result in fines that will vary depending on offense. As stated at the bottom of each ticket, offenders are required to pay the fine, where fines are paid on your campus, or appeal the fine within seven days of receiving the ticket. Fines not paid or appealed within the seven-day period will double. Students may not appeal a parking offense after the seven-day period.

**Failure to display the parking decal** according to the established procedure will result in a fine of \$10.00.

**Submitting an incorrect or false state tag number** will result in a fine of \$10.00.

**Repeat offenders** who have accumulated two or more unpaid parking tickets or who persist in violating parking policies, regardless if fines are paid, **may** have their vehicles towed or wheel-locked. Students will be responsible for any fines and fees associated with the towing of their vehicle. Students whose vehicle has received a wheel-lock will have to pay a \$25.00 fee to have the wheel-lock removed from the vehicle. Failure to pay fines will also result in a hold being placed on the student's records, preventing him or her from future registration, graduation, or from receiving grades or a transcript. In addition, repeat offenders may forfeit the privilege of operating a motor vehicle on campus.

**Parking Appeals Procedures.** If a student disagrees with an assessed fine, he or she may appeal to the Vice President for Student Affairs. The Vice President for Student Affairs may, based on the student's explanation, decide to waive the assessed fine. However, after discussing the situation in person, if the Vice President for Student Affairs does not waive the fine, the student may make another written appeal to the Executive Vice President. The decision of the Executive Vice President is final. If an appeals process extends into the registration process or beyond the end of the semester, it is suggested that the fine be paid pending the appeal process. Refunds will be made if necessary.