



# Damon City Campus PARKING APPLICATION Fall Semester 2009

**\$90 for Fall Semester**

\$80 parking fee + \$10 refundable keycard deposit

**at St. Joseph's Garage**

Located behind Sibley Building on N. Clinton Ave. & Pleasant St.

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## Apply for fall semester parking beginning July 15, 2009

- You must be a registered MCC student enrolled in 1 class or more at Damon City Campus.
- Limited number of parking keycards are available on a first-come first-served basis.
- **\$80 parking fee is non-refundable.**
- \$10 keycard deposit is refundable if keycard is returned to DCC Student Services Center by December 23, 2009.
- Students must **apply each semester** for DCC parking – parking keycards are issued on a first-come first-served basis and are limited in number, so students are advised not to delay in applying.
- Fall semester keycard holders who purchase spring semester 2010 parking by December 23, 2009, can retain their keycard without paying an additional keycard deposit. The keycard will remain active. You must be registered for spring semester before purchasing spring parking, then follow application procedure below.

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### TO APPLY:

1. **Parking applications** are available at Damon City Campus, 5<sup>th</sup> floor, in Registration & Financial Services, Student Services Center and Campus Center Office, or online at <http://www.monroecc.edu/depts/dccdean/parking.htm>.
2. **Take completed application to Registration & Financial Services on 5<sup>th</sup> floor of DCC along with \$90 payment** (financial aid, cash, check, money order, Visa/MasterCard). If you choose to pay using financial aid award, all financial aid must be posted to your account. You will receive a **voucher** indicating payment of the parking fee and keycard deposit.
  - **The \$80 parking fee is non-refundable** upon submission of application.
  - **The \$10 keycard deposit is refundable** if keycard is returned to Student Services Center **by December 23, 2009**. Keycards not returned by this date will not receive a deposit refund.
3. **Receive a keycard from Student Services Center** (next to Registration & Financial Services). Take the **voucher** indicating payment and your **MCC photo ID card** or other photo identification to the Student Services Center to receive a keycard.
4. **Use keycard to enter/exit garage. You must carry your keycard at all times. Students will not be reimbursed for parking charges incurred due to failure to bring keycard.**

**The fall semester keycard is activated from September 8, 2009, through December 23, 2009.**
5. Full-time students registered at both Brighton and Damon Campuses may apply for a Brighton Parking Fee Waiver by completing and submitting the online request form at <http://www.monroecc.edu/depts/pstd/BCParkform.htm>. All parking fee waiver requests will be processed towards the end of the semester.



# Damon City Campus PARKING APPLICATION Fall Semester 2009

## FALL SEMESTER 2009 PARKING AT ST. JOSEPH'S GARAGE – \$90

Take completed application to Registration & Financial Services  
on 5<sup>th</sup> floor of DCC along with \$90 payment

I acknowledge and agree to follow all parking policies:

- The Fall Semester 2009 parking keycard is **only valid from September 8, 2009, through December 23, 2009**. I must return my keycard by December 23, 2009, to DCC Student Services Center in order to receive keycard deposit refund. Keycards not returned by December 23, 2009, will not receive a deposit refund.
- The \$80 parking fee is **non-refundable** upon submission of application.
- If using financial aid, I have signed the Student Federal Title IV Authorization form.
- The \$10 keycard deposit is required and financial aid may be used to cover the fee.
- Check or Money Order is payable to MCC.
- I understand that I must apply for DCC parking every semester, and that parking keycards are limited in number and issued on a first-come first-served basis.

### Please select method of payment

- Financial Aid – Financial aid award must be posted to your account
- Cash
- Check/Money Order (payable to MCC)
- Visa/MasterCard

Student's ID or M# \_\_\_\_\_

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Telephone Number (       ) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



1000 East Henrietta Road  
Rochester, New York 14623  
(585) 292-2000

## Student Federal Title IV Authorization

By signing this form on the line below, I authorize Monroe Community College to use my Federal Title IV financial aid to pay for any of the institutional expenses listed below that I may incur in addition to tuition and educational fees.

- Required Books and Supplies at the MCC Bookstore.
- Parking Fees.
- Required Immunization and Insurance Fees.
- Minor prior-year charges if student owes less than \$100 from prior year.

I understand that this authorization covers all the listed items, but I can choose to authorize each item individually in writing to the Registration and Financial Services Office. I understand that I have a right to cancel this authorization. If I do so, I would have to submit the request in writing to the Registration and Financial Services Office and it would take effect for charges incurred after that date. I would be obligated for any outstanding charges due to the college. I understand that if my total financial aid award does not cover my charges for tuition, fees, and other allowable charges, I am responsible for the payment of any outstanding balance to the college.

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Printed Name

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ID or M#

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Signature

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Date

Return this signed form to the Registration and Financial Services Office at Damon City Campus