



Damon City Campus PARKING APPLICATION Fall Semester 2010

\$95 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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- You must be a registered MCC student enrolled in 1 class or more at Damon City Campus.
 - **\$95 parking fee is non-refundable.**
 - \$10 keycard deposit is refundable if keycard is returned to DCC Registration & Financial Services by December 23, 2010.
 - **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.
 - Summer semester keycard holders who purchase fall semester 2010 parking by August 20, 2010, can retain their keycard without paying an additional keycard deposit. You must be registered for fall semester before purchasing fall parking, then follow procedure below.

TO APPLY:

1. **Parking applications** are available at Damon City Campus, 5th 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 5th floor of DCC along with 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.
 - **The \$95 parking fee is non-refundable** upon submission of application.
 - **The \$10 keycard deposit is refundable** if keycard is returned to DCC Registration & Financial Services by December 23, 2010.
3. **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 7, 2010, through December 23, 2010.

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.



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Fall Semester 2010 Parking at St. Joseph's Garage –
\$95 parking fee + \$10 refundable keycard deposit

Take completed application to Registration & Financial Services
on 5th floor of DCC along with payment

I acknowledge and agree to follow all parking policies:

- The Fall Semester 2010 parking keycard is **only valid from September 7, 2010, through December 23, 2010**. I must return my keycard by December 23, 2010, to DCC Registration & Financial Services in order to receive keycard deposit refund.
- The \$95 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.
- **Keycard may be used by purchaser only.** Inappropriate use may lead to immediate deactivation of card.

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 (_____) _____

Vehicle make and model _____

License plate # _____

Student's Signature _____ Date _____

Staff int. _____

TSASPAY

PDCC LOG

NEW

RENEWAL

LOST/REPLACED

Keycard # _____

Returned

Date REP/RET _____