



**PARKING SERVICES
Parking Permit Payroll Deduction Form**

I hereby authorize the Finance Department to deduct 17 equal payments of \$ _____ from my bi-weekly payroll deposits commencing the pay date of September 5, 2008. These deductions represent the full amount owing of my parking fees for the 2008 - 2009 parking year. ***All amounts shown include PST and GST.***

I understand that parking permits returned for refund prior to April 30, 2009 are subject to a monthly, pro-rated refund amount. I further agree that the ***first defaulted payment amount*** will cause the **FULL AMOUNT OWING to be charged to the Credit Card** listed below ***immediately***. It is my responsibility to ensure sufficient bi-weekly funds are available to continue payroll deductions.

Green Annual: <input type="radio"/> \$470.08	Bi-weekly deduction: \$27.65
Handicap: <input type="radio"/> \$494.94	Bi-weekly deduction: \$29.11
Red / Black Annual: <input type="radio"/> \$644.10	Bi-weekly deduction: \$37.88
Maroon Annual: <input type="radio"/> \$742.41	Bi-weekly deduction: \$43.67
Silver Annual: <input type="radio"/> \$950.33	Bi-weekly deduction: \$55.90
Employee Name: (Print Name)	Employee Number:
Signature:	Date:
<i>For part-time employees only (must be completed)</i>	
Credit Type: Amex: <input type="radio"/> MC: <input type="radio"/> Visa: <input type="radio"/>	Expiry Date: (mm/yy)
Name on Card (Print):	Card Number:
Date of Issue:	

CAMPUS PERMIT AND EMPLOYEE LOCATION:	
WOODROFFE CAMPUS <input type="radio"/>	PERTH CAMPUS <input type="radio"/>
PEMBROKE CAMPUS <input type="radio"/>	
Vehicle License Plate #: _____	Province: _____ Make: _____

PARKING SERVICES USE ONLY	
Permit Number:	
Parking Service Rep:	Date:



PARKING SERVICES

Parking Rules and Regulations

A Parking Permit is **not a guarantee that a space is available**, however, both Municipal and College Bylaw Enforcement Services will use reasonable means to prevent unauthorized parking by non-permit holders. If you forget your permit you may obtain a day pass from Parking Services.

Algonquin College reserves the right to remove any vehicle from the property that is in contravention of these rules and regulations or presents an environmental hazard. Parking permits may be purchased at the campus regularly attended (the home campus) by that staff or student. All vehicles on campus should be locked. Permit charges are for use of the parking space only.

Algonquin College assumes no responsibility for loss or damage to the vehicle by way of theft, collision or otherwise, to the vehicle or its contents, however caused. All vehicles are parked on Algonquin College property entirely at the owner's risk. Parking permits are non-transferable.

Fines for violations may vary depending on the type of infraction. Vehicles in contravention of parking rules and regulations may be ticketed and or towed from the property at the owner's risk and expense. Parking privileges may be revoked by Parking Services at anytime for any violation.

No vehicle shall be parked on Algonquin College property without displaying a valid parking permit. All permits must be properly displayed. Failure to do so will invalidate the permit. Hang tag permits should be hung from the rear view mirror or be placed on the driver's side dash with the **FULL PERMIT VISIBLE AT ALL TIMES**, no exceptions.

Pay and Display lot tickets must be valid for the current date and placed on the driver's side dash with the **FULL TICKET VISIBLE**. Failure to do so will result in a Parking Infraction Notice.

Improperly parked vehicles may be removed or towed at the owner's risk and expense.

Violations while on Algonquin College property include but are not limited to:

- Triple Parking where only two (2) rows are permitted.
- Parking in lots that hold a higher colour permit/price range than that of their own (e.g. a Green Permit bearing vehicle parking in a Red Permit lot).
- Parking in restricted areas such as Handicapped Spaces, Loading Zones, No Parking Zones and Fire Routes, without displaying the required permit.
- Parking at a parking meter with a parking permit and no time showing on the meter display.

Parking Services
Algonquin College
1385 Woodroffe Ave., Room C044a
Ottawa, ON K2G 1V8
613-727-4723 ext. 7187