



Faculty & Staff Parking Application

For Office Use Only	
Receipt #	_____
Date Entered UIS	_____
Forwarded to Payroll	<input type="checkbox"/>

Please print clearly and fill out application completely.

Date: _____

Status

- Faculty Staff **AND** Full-time Part-time Renewal

Parking Lot

- General (A,B,D,E) Gated Lot B Gated Lot C Lot F Lot G NRC

Driver Information

Last Name _____		First Name _____		UPEI ID # _____		Email _____	
Apt # _____	Street # and Name _____			City _____	Province _____	Postal Code _____	
Phone Number _____				UPEI Building _____			

Vehicle Information

	Make	Model	Year	License Plate	Province/State	Office Use Only Permit #
Vehicle 1						
Vehicle 2						
Vehicle 3						

Additional Family Members using this vehicle(s)

Name	ID #

Additional Vehicle(s) are intended for family use only – NO EXCEPTIONS

Method of Payment

- Debit/Cash/Credit Card/Cheque Payroll Deductions

****Payroll deductions will begin in September for 26 pay periods. This is an ongoing deduction for permits purchased in Gated Lots B , C, F, G & NRC.**

Permit Pricing

Permit Type	1 st Vehicle	Additional Vehicle	Total
General Full-time Faculty & Staff	<input type="checkbox"/> \$175	<input type="checkbox"/> \$88	
General Part-time Faculty & Staff	<input type="checkbox"/> \$73	<input type="checkbox"/> \$37	
Full-time Designated Lots B, C, F or G	<input type="checkbox"/> \$189	<input type="checkbox"/> \$95	
Part-time Designated Lots B, C, F or G	<input type="checkbox"/> \$95	<input type="checkbox"/> \$48	

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Outstanding Parking Tickets	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Total Fees: _____

UPEI Parking Terms and Conditions

1. By applying for the University of Prince Edward Island parking permit, I hereby agree to comply with the University Traffic and Parking Regulations (the "Regulations").
2. I understand and agree that parking on University property is a privilege granted by the University only upon the express condition that I will comply fully with the Regulations and these terms and conditions. I further acknowledge and agree that I will be subject to, and liable for, all fees and penalties described in the Regulations and these terms and conditions, should I fail to comply with any of them.
3. I agree to prominently display my parking permit in the front windshield of my vehicle(s) hanging from the rear view mirror.
4. I agree that I am solely responsible for the damages or loss, including theft, of my permit and will purchase a replacement permit in the event of damage or loss to same. In such event, I acknowledge and agree that my parking privileges shall be suspended unless and until I obtain a replacement permit. A damaged or lost permit may be replaced for a \$20.00 fee when the damage or loss has been reported to the Security Services Office in the Central Utility Building.
5. I acknowledge and agree that failure to comply with the Regulations and these terms and conditions may result in fees and penalties, including but not limited to towing, booting, impounding, and suspension or rescission of parking privileges. Should my vehicle be booted, towed or impounded, I acknowledge and agree that I am solely responsible for all related costs and expenses. In addition, a fee of \$20.00 shall be payable by me to the University.
6. Parking violation fees issued and not paid within 72 hours will be charged to my account and shall become subject to the existing collection policies of the University.
7. I agree to be responsible for payment of all fees for all vehicles that hold a permit under my name. I also acknowledge and agree that failure to pay outstanding parking fees may result in further penalties, including but not limited to towing, booting, impounding, and suspension or rescission of parking privileges.
8. I acknowledge that the *Highway Traffic Act* and *Regulations* apply and are enforced on the University campus. I agree to abide by the *Highway Traffic Act* and *Regulations* in relation to the use and operation of my vehicle(s) on the University campus, and acknowledge that I may be subject to penalties described therein in the event of any violation.
9. By signing and submitting this application, you consent to the University collecting personal information from you. You also consent to the use and disclosure of your information by the University for the purposes of issuing a parking permit, maintaining a record of your application and account, communicating with you and third parties related to parking, and collecting fees associated with the parking permit and parking violations (if applicable). Your personal information will not be used or disclosed for other purposes unless permitted by the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of your personal information, contact the Chief Access to Information and Privacy Officer at the University (902-894-2840).

Date

Applicant's Signature

UPEI Parking Permit Payroll Deductions Terms and Conditions (for Eligible Faculty and Staff)

1. I authorize the University of Prince Edward Island to deduct bi-weekly payroll deductions for payment toward a UPEI Parking Permit.
2. I acknowledge that the annual parking permit fee is subject to change annually and authorize pro-rated, bi-weekly payments in fulfillment of the annual parking fee on an ongoing basis, and that I will be notified in writing, not less than 15 days in advance, of any change to the annual parking fee and bi-weekly amounts.
3. I may revoke my authorization and cancel my participation in the parking program at any time, subject to providing 10 business days' notice to the University.

Date

Applicant's Signature for Payroll Deductions