



# UCard, Access and Parking Services

Mailing: 1 University Avenue  
Lowell, MA 01854

# Parking Decal Refund Form

Office Location: University Crossing, Building 2, Suite 130

## Step 1: Requesting Person and Decal(s) Information:

---

Name: \_\_\_\_\_ Date: \_\_\_\_\_

University ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Decal #'s Returned (must be included with this form):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Reason for Return: \_\_\_\_\_

## Step 2: Original Purchase Method (check one and supply all information):

---

I purchased my decal on MyParking.uml.edu – original credit card will be credited if refund is processed within 6 months. If refund is processed after 6 months of purchase, a refund check will be issued within 2-4 weeks:

Card Holder Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I purchased my decal in-person at the UCAPS Office – a refund check will be issued within 2-4 weeks:

Mailing Address: \_\_\_\_\_

## Refund Schedule:

---

- 100% refund of decal's full value if returning an intact permit within 10 business days of issue.
- 100% refund of decal's full value if post-marked or returned before 5 p.m. on the last day of fall Add/Drop period\*.
- 75% refund of decal's full value if post-marked or returned after fall Add/Drop period\* and before 5 p.m. on the last business day of October.
- 50% refund of the decal's full value if post-marked or returned after November 1 and before 5 p.m. on the last day of spring Add/Drop period\*.
- 25% refund of the decal's full value if post-marked or returned after spring Add/Drop period\* and before 5 p.m. on the last business day of March.
- No refund if returned on or after April 1.

\* As defined by the Registrar's Office – see [www.uml.edu/registrar](http://www.uml.edu/registrar) for calendars.

## Office Use Only:

---

Collected By: \_\_\_\_\_ Collected Date: \_\_\_\_\_ Speed Type: 111191

Approved/Denied By: \_\_\_\_\_ Approved/Denied Date: \_\_\_\_\_ Refund Approved:  Yes  No

Approval/Denial Reason:  Returned within 14 days  Withdrawn/Discontinued/Transferred  Graduated  
 Decal not included  Other: \_\_\_\_\_

Refund Amount: \$ \_\_\_\_\_ Authorized Signature: \_\_\_\_\_