

Application Process:

Students must submit an application form (attached) for a chance to obtain a permit. Those successful will be notified **via their college e-mail** along with the details of when and where they can get it. Students must present their current student ID, valid driver's license and proof of vehicle insurance and registration to claim their permit.

Students, with a permit, are to park in Designated Student Parking Areas Only and the permit must be clearly displayed. Parking enforcement monitor all parking areas daily and those parking without a permit or in other than designated student parking areas will be ticketed. Likewise, if you fail to display your permit you will be ticketed.

Number of Permits Available:

Ridge Road Campus 280

Prince Phillip Drive Campus 550

Carpooling:

There are 17 designated carpool spaces at the Ridge Road Campus and 19 at the Prince Phillip Drive Campus. Individuals wishing to apply for a carpool permit must have a minimum of four students listed on the application (included). These permits will be awarded by random draw. Only one permit will be awarded to each carpool group, however, it is transferrable between vehicles.

Please note, while students are free to apply for both a carpool and an individual parking permit, those successful in obtaining a carpool permit will not be eligible for the individual permit. Only one application per student is permitted for each permit classification. Individuals submitting more than one will be disqualified.

Students will be notified of the application deadline, draw dates and the commencement of parking enforcement **via their college email**. Enforcement of student parking will not begin until the permit selection process has been completed. However, ticketing in non-student parking areas will be enforced at the beginning of each semester.

These areas include but are not limited to;

- Designated staff parking areas
- Designated daycare centre areas
- Fire lanes
- Loading zones
- Areas which impede the flow of traffic

Please see the parking regulations for a complete listing.

After hours parking is available at both locations on a first come first serve basis.

After hours consist of:

Monday – Friday 3:30 pm – 7:00 am daily
All day Saturday and Sunday
Statutory Holidays

Student Name: _____

Student Number: _____

Phone Number: _____

Email Address: _____

