Drexel Parking Services
Refund Request Form

Authorization Agreement

I hereby request a refund and cancellation of my term permit parking agreement.

Customer Information

First and Last Name: ______________________________________________________

Signature: ______________________________________________________________

Drexel ID Number: ______________________________________________________

Student ☐ Employee ☐

Section #1: Student Pre-Approved Reason (Circle One)

i. Academic Withdrawal from the University – A student who withdraws from the University for Academic Reasons must submit an Undergraduate Withdraw Form from his/her academic college or the Student Resource Center.

ii. Co-op Outside the Area – Students taking a cooperative assignment where on campus parking is not needed. Verification with co-op advisor is required.

iii. Study Abroad – Students must submit documentation from the Study Abroad Office.

iv. Taking a Quarter Off – If a student decides to take a term off by not registering for classes or co-op for any given term, the student must complete the Refund Request form and return the permit before the first day of class.

Section #2: Other Reason (Attach Explanation)

Section #3: Employee Pre-Approved Reason (Circle One)

i. Academic Withdrawal from the University – A student who withdraws from the University for Academic Reasons must submit an Undergraduate Withdraw Form from his/her academic college or the Student Resource Center.

ii. Co-op Outside the Area – Students taking a cooperative assignment where on campus parking is not needed. Verification with co-op advisor is required.

iii. Study Abroad – Students must submit documentation from the Study Abroad Office.

iv. Taking a Quarter Off – If a student decides to take a term off by not registering for classes or co-op for any given term, the student must complete the Refund Request form and return the permit before the first day of class.

Reconciliation & Signature

Date Received: _______________________________ Refund Amount: ________________

Authorized Approval Signature: _______________________________ Date Approved: ________________

Update 7/27/2011