Parking Decal Refund Appeal Form

PLEASE BE SURE TO READ THE BACK OF THIS FORM AND SIGN.

(Check One)  □ Mr.  □ Ms.  □ Dr.

(Please Print Clearly or Type)

Name:
Mailing Address:
City: State: Zip:
UNO ID Number/Social Security Number:
Daytime Phone (                          )

UNO email address (for making further contact as necessary)

(Check all that apply)  □ Student  □ Graduate Assistant  □ Faculty/Staff  □ Visitor

Have you previously been enrolled as a UNO student?
□ Yes  □ No  If yes, when?_______________________________________________________

Have you previously been employed by UNO?
□ Yes  □ No  If yes, when?_______________________________________________________

Have you previously been issued a UNO parking decal?
□ Yes  □ No  If yes, when?_______________________________________________________

Remarks to support your appeal for refund of a decal purchase (Use additional pages if necessary and attach the required supporting documentation as outlined on the back of this form. If you received a decal, have not affixed it to your vehicle, and can document why you no longer need this decal, please also attach the unused decal):

__________________________________________________________________________
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Instructions:

If a student was charged for or purchased a decal and does not need it, she or he can obtain a 100% refund if requested by the date for 100% refunds as published in the Class Schedule Bulletin. To do so, the student must obtain verification from University Police that she or he did not receive a decal and take this information to the Bursar’s Office to request a refund or credit to his/her account if there is an unpaid balance. After the published 100% refund date has passed, no refunds for decals will be issued unless there are extenuating circumstances which are approved through the appeals process.

If a student wishes to appeal for a decal refund after the published 100% refund date, she or he must fill out a Parking Decal Refund Appeal Form. The form must be submitted with a copy of the student’s feel bill and verification from University Police Parking and Traffic Division that she or he did not receive a decal. If a decal was received, but not affixed to a vehicle, the decal must also be returned. The appeal can only be granted if submitted within the same semester in which the decal was purchased. After that semester, and the financial transaction for that semester have been closed, no refund can be granted.

The initial decision can be appealed to a Final Appeal Committee if a request is filed within five (5) calendar days of receipt of the initial decision to the Office of Student Accountability, Advocacy and Disability Services by calling (504) 280-6222. A hearing date will be scheduled for a future date. You will be notified of hearing dates; upon confirming a date you must attend or the appeal will be denied. Notification of the hearing dates and locations will be sent via mail.

I understand the conditions of the appeal and realize that my failure to comply with any of the above, including providing complete and accurate information, could result in this appeal being denied.

SIGNATURE           DATE

SUBMIT THIS FORM
TO University Center, room 248
Phone: (504) 280-6222
FAX: (504) 280-3975

FOR OFFICE USE ONLY

Date Received
Decision Date
Deny    Void
Committee Appeal Date
Deny    Void