TRANSPORTATION SERVICES
VIRGINIA TECH.

REFUND REQUEST

☐ Faculty ☐ Student ☐ Other

PERSONAL INFORMATION (please print)

Hokie Passport No. _____ Name _____

Local Address _____ City _____ State _____ Zip _____

Reason for Refund (be specific) _____

Refunds are processed according to the method of payment last received by Parking and Transportation. Payments made by cash will be refunded as a check. Credit card payments are credited back to the credit card that was used for payment. Refund checks will be made payable to the person listed above and generally received within four to six weeks. If the refund is unable to be applied back to the card initially used for the transaction, a manual refund check, issued by the university, will be requested and received within the time frame above.

For full permit refunds, the permit must be returned to the office within ten days after the purchase date to qualify for a 100 percent refund. After ten days, permit refunds will be refunded as a pro-rated amount according to the refund schedule.

Note: Any unpaid citations outside of the appeals window (10 calender days from date of issuance) or outstanding balances owed to Parking and Transportation will be credited first before refunds are issued.

Signature _____ Date _____

FOR OFFICE USE ONLY

Date Received _____ Clerks Initials _____

PERMIT MUST BE ATTACHED