

Parking Fee Guidelines

v. 1.0 8/19/2005

- 1) Tag Issuance
 - a) Parking tags will be issued to approved applicants and will apply to all family vehicles. This tag is the responsibility of that individual student and only applies to vehicles within their family.
- 2) Prorating of Fee
 - a) Parking privileges will be allowed on a marking period basis. Students that desire to drive may pay by the following means;
 - i) \$200 for the entire school year
 - ii) \$50 per marking period
 - b) Payment due dates
 - i) Period 1 – September 16, 2005
 - ii) Period 2 – November 1, 2005
 - iii) Period 3 – February 1, 2006
 - iv) Period 4 – April 1, 2006
 - c) Refund of Fee
 - i) A refund may be provided upon voluntary termination of parking privileges by the student by marking period. If a student were to drive one day into a marking period, that particular period will not be refunded. The following are the marking/parking period time frames:
 - (1) Period 1: August 29, 2005 – November 1, 2005
 - (2) Period 2: November 2, 2005 – January 20, 2006
 - (3) Period 3: January 21, 2006 – March 30, 2006
 - (4) Period 4: March 31, 2006 – June 9, 2006

e.g. If a student pays for the entire school year (\$200) but decides to voluntary terminate their parking privileges on November 20th, they will be entitled to a refund of the remaining two full periods (\$100).
 - ii) A refund will **NOT** be made if a student loses parking privileges due to disciplinary action.
- 3) Parking Fee Exemptions
 - a) Exemptions may be made on a case by case basis at the discretion of the building principal. General guidelines for allowing students to drive that are currently in place shall be utilized in formulating a building policy.
 - b) Students enrolled in a WCSD curricular program that requires them to go off-campus during the academic school day and who must use their personal vehicle, will be exempted from the fee requirement only for the duration of the curricular program.

e.g. “coop” programs. Students enrolled at the Warren County Career Center who drive to and park at the WCCC must have paid parking permits and tags from their home schools.

e.g. If a student provides a note for a doctor's appointment an accompanying parking request would be appropriate for that given day.

- 4) Enforcement
 - a) Enforcement shall remain the same as imposed prior to the parking fee.
 - b) The school discipline policy for insubordination of school rules shall be utilized.
- 5) Collection of Fee
 - a) Parking fee collections shall be deposited into the school's holding account. A monthly report describing the fees collected balanced to the monthly deposits shall be forwarded to the Business Administrator.