

Section: Business and Support Operations

Section Number: 3.7.10

Subject: Financial Transactions: Refunds - Vehicle
Registration Fees

Date of Present Issue: 06/20/00

Date of Previous Issues:
02/72, 07/72, 07/79, 05/95

POLICY:

Students **graduating** in December will be reimbursed one-half of the amount paid during fall semester for motor vehicle registration. Permits must be returned to the Student Service Center prior to the second Friday of the spring semester for a refund.

Students **dropping** courses after pre-registering for parking may be reimbursed the full amount before the second Friday of the fall semester or half the original amount until the second Friday of the spring semester.

Persons bringing a different vehicle on campus, other than the one registered, may obtain a temporary parking permit for their assigned lot from Campus Security.

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
Student Service Center	<ol style="list-style-type: none">1. Cashier prepares Refund Authorization Form, LSSU 116-491 (attachment #1), showing student's name, student number, mailing address, vehicle registration decal number and amount of refund.2. Inserts proper account number.3. Pays student out of till.4. Form submitted for reimbursement from petty cash.
Director of Business Operations	<ol style="list-style-type: none">1. Approves Petty Cash Reimbursement Voucher on Vendor number V9390.

Any student paying for a parking citation that is later voided shall be refunded at the Student Service Center. The student shall be refunded with cash for payment in cash or check. If student has paid for citation with credit card, the student will be refunded on the credit card.

PROCEDURE

<u>WHO</u>	<u>DOES WHAT</u>
<i>CASH REIMBURSEMENT</i>	
Student Service Center	<ol style="list-style-type: none">1. Prepares Refund Authorization Form, LSSU 116-491 (attachment #1), showing student's name, student number, mailing address, citation number and amount.2. Inserts proper account number.3. Pay student out of till.

	4. Form submitted for reimbursement from Petty Cash.
Director of Business Operations	1. Approves Petty Cash Reimbursement Voucher on Vendor number V 9390.
<i>CREDIT CARD REIMBURSEMENT</i>	
Student Service Center	1. Prepares Refund Authorization Form, LSSU 116-491 (attachment #1), showing student's name, student number, mailing address, citation number and amount.
Director of Business Operations	<ol style="list-style-type: none"> 1. Approves Refund Authorization Form. 2. Inserts proper account number. 3. Student's credit card is credited for amount of refund.