

Downtown Parking Hang Tag Replacement

In order to consider a request for a replacement Downtown Parking Hang Tag, the student will need to provide documentation that verifies the request (i.e. tag was lost, stolen, or damaged). The documentation has to have the same name as the SPC student who purchased the hang tag. If the proof of the car repair documentation lists a different name other than that of the student parking hang tag purchaser, then documentation is needed to verify the relationship to the student. Additionally, the dates of the documentation have to be within two weeks of the date the hang tag replacement is requested.

Full refunds for Downtown parking hang tags will only be issued if a student withdraws from SPC Downtown courses or changes to another campus location. However, the request for a full refund must be submitted by 12 noon on the Friday of the second week of classes of the current semester.

Process of Request

- 1.) Student completes a request for replacement form
- 2.) Staff verify original purchase of Downtown parking hang tag
- 3.) Acceptable forms of documentation are as follows:
 - Police report involving vehicle
 - Car Totaled/Insurance Report
 - Proof of Rental Car Invoice
 - Car Repair Invoice

Cost of Replacement Tag

\$10.00 for a full day tag

\$5.00 for an evening tag

The Associate Provost and Provost have the final authority on whether a replacement tag is issued.