



From University Parking & Transportation Services

Prorated Spring Semester Parking Permit Refunds

Sac State Student Parking Permit Holder,

Sacramento State is transitioning to online instruction for the remainder of the spring semester but the campus itself will remain open and in operation for the rest of the spring semester. For detailed information, please read President Nelsen's SacSend [HERE](#).

UTAPS is committed to supporting students as much as possible during this unpredictable time. As a result, we are providing an option for students to return your semester permit, at a prorated rate. However, please note students who plan on visiting the campus to attend labs (if applicable), to utilize the Library, Union, The WELL, etc., will still require parking permits. Parking will be enforced and permits are still required for parking on campus. As such, if you intend to visit the campus you may want to retain your semester parking permit.

If you elect to return your semester permit and need to visit the campus, you can purchase daily parking permits at our [permit machines](#) or you can use the [PaybyPhone](#) process to park in student lots.

If you would like to return your permit, UTAPS will be holding an Express Parking Permit Return on Monday, March 16, Tuesday, March 17, and Wednesday, March 18 (if needed). Simply drive up to Lot 7 (see [MAP](#)) between the hours of 8:00 a.m. and 3:30 p.m. and return your parking permit to one of the uniformed Parking Officers. A uniformed officer will take possession of the permit, have you sign a ledger, and then you can drive off.

UTAPS will look-up the permit owner information in our Parking Permit database and process a partial permit refund based on the day you return the parking permit.

We have designed the process for efficiency so there will be no need to get out of your car, no need to fill out a form, and we'll maintain that important "Social Distance."

The partial parking permit refund will be processed by the Bursar's Office and the refund will be mailed to the permit holder's current address (based on student records) or through "e-refund" if you are already signed up for that service with the Bursar's Office. Please note that if you have debt to the university it will be applied to the balance due prior to the refund, per university policy. Refunds will

[Subscribe](#) to our email list.

Lastly, to ensure continuity of service, the Hornet Express Shuttles, Herky Street Car, and the Safety Escort will operate as scheduled until further notice.

Please contact UTAPS at (916) 278-7275 parking@csus.edu if you have any questions.

This official Sacramento State email was sent to .

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