



### **Parking Services**

123 KAL – 1220 International Mews

Kelowna, BC, V1V 1V7

[parking.ok.ubc.ca](http://parking.ok.ubc.ca)

## **Okanagan Campus Parking Permits: Terms & Conditions**

### **APPLICANT INFORMATION**

*(i)* You agree to provide accurate, current, and complete information, including vehicle information, required to purchase a parking permit; you further agree to maintain and update the aforementioned information as required to keep it accurate, current, and complete.

*(ii)* Applicants for permits must provide the applicant's full name, address, telephone number and, where available, email address.

*(iii)* Applicants for permits must provide the make, colour and government issued license plate number of any and all vehicles to be registered under the permit.

### **CRITERIA FOR PERMIT QUALIFICATION**

*(i)* Applicants must be licensed to independently drive a motor vehicle in North America or carry an International Driving Permit.

*(ii)* Applicants must make payment in full of any outstanding fees on account, including parking fees or UBC Traffic Notices associated with the applicant, prior permits and/or the vehicle(s) registered to a permit prior to purchasing a permit.

*(iii)* UBC Faculty and Staff qualify to have their permit paid for by monthly payroll deduction if they have permanent employment status or with a contract of more than 12 months.

*(iv)* Students enrolled in UBC credit courses qualify for Student Permits unless residing in a residence maintained by UBC Housing & Hospitality Services whereby they qualify for Resident Permits.

*(v)* Retired Faculty granted Emeritus Status by the UBC Senate qualify for Emeritus parking privileges.

*(vi)* Other permits require more specific qualifying criteria than listed in this section; see the permit section of this document for further details.

### **USAGE RULES**

*(i)* Use of the parking permit is conditioned upon the applicant's prior acceptance of the terms of this agreement.

*(ii)* You agree that your permit is issued to you, the applicant, as the permit holder and only for the vehicle(s) registered under the corresponding permit. A permit is not transferable to, another person and may only be transferred to another registered vehicle.

*(iii)* You agree that your permit may only be used on campus on one vehicle at any given time.

*(iv)* You agree that UBC Parking Services may restrict permit access to a specific parking lot during special events or lot maintenance; where such access has been restricted UBC Parking Services will make another lot available for you to park your vehicle.

## **PAYMENT METHODS**

*(i)* On-line purchases and payments may be made with Visa, MasterCard, American Express or Debit.

*(ii)* In-office purchases and payments may be made with Visa, MasterCard, Debit, UBC Journal Voucher, Cash and Cheque. Payroll deduction is available to qualifying UBC Faculty and Staff.

## **AGREEMENT TO PAY**

*(i)* You agree to pay for all products and services purchased on-line or in-office. Where your permit has been used for parking without payment, UBC Parking Services will charge any additional amounts (including any taxes and late fees, as applicable) to your parking account.

*(ii)* UBC Parking Services reserves the right to change prices and availability of products. Prices and availability of any products are subject to change at any time.

***(iii) YOU ACKNOWLEDGE THAT YOUR ELECTRONIC SUBMISSIONS CONSTITUTE YOUR AGREEMENT AND INTENT TO BE BOUND BY AND TO PAY FOR SUCH AGREEMENTS AND TRANSACTIONS. YOUR AGREEMENT AND INTENT TO BE BOUND BY ELECTRONIC SUBMISSIONS APPLIES TO ALL RECORDS RELATING TO ALL TRANSACTIONS YOU ENTER INTO ON THIS SITE, INCLUDING NOTICES OF CANCELLATION, POLICIES, CONTRACTS, AND APPLICATIONS.***

## **THIRD PARTY LIABILITY**

Where a third party purchases permits for distribution to more than one driver, they may issue those permits, at no additional cost, however they assume all liability and responsibility for those permits for the duration of their valid term of date.

## **REFUND/CANCELLATION POLICY**

Certain parking permits are refundable with applicable conditions; for further information refer to specific permit section of this document for further details.

## **PICKING UP A PERMIT NOT REQUIRED**

UBC does not issue physical permits, all permit privileges are linked virtually to the vehicle(s) of the permit owner.

## **PENALTIES FOR BREACH**

*(i)* UBC Parking Services may terminate your rights to any or all parking privileges if:

- a) any information you provide is false, inaccurate or incomplete
- b) you are no longer eligible for the permit
- c) your permit is used by a person other than yourself
- d) your permit is used for a vehicle other than a vehicle registered under the permit
- e) the vehicle registered with the department under the permit is no longer registered or licensed by a government authority responsible for the registration and licensing of Motor Vehicles
- f) department records indicate that the penalties under three or more Traffic Notices issued to the permit holder or in respect of a vehicle registered under the permit are payable and remain unpaid
- g) you contravene these terms and conditions

*(ii)* When the Director cancels a permit the permit holder is not entitled to a refund of the fee paid for the permit.

## **FACULTY/STAFF PERMITS**

Only available to UBC Faculty and Staff.

Permits may be purchased for a month, an academic term or annually (September – August).

If eligible, Faculty and Staff may purchase a permit with monthly payments deducted through UBC Payroll.

Permits are refundable, prorated to the half month.

## **STUDENT PERMITS**

Students enrolled in UBC credit courses that are not living in a residence maintained by UBC Student Housing & Hospitality may purchase Student parking permits.

Students living on-campus may purchase a Residence permit

Permits may be purchased for a semester or academic year.

Permits are refundable, prorated to the half month.

## **RESIDENT STUDENT PERMITS**

Students residing in a residence maintained by UBC Student Housing and Hospitality may only purchase a Residence Permit.

Permits are valid 24 hours/day and seven days/week.

Permits are refundable, prorated to the half month.

## **EMERITUS PERMITS**

Retired Faculty granted Emeritus Status by the UBC Senate qualify for a complimentary Emeritus permit.

The permit is not available online.

Contact Parking Services to have a permit issued and registered to account vehicle(s).

## **COMMUNITY PERMITS**

Members of the University community who do not qualify for Faculty, Staff, Student or Emeritus permits may purchase Community permits.

Permits may be purchased by 4 month semester or academic year (September – April).

Permits are refundable, prorated to the half month.

## **MOTORCYCLE PERMITS**

Any customer may purchase a Motorcycle Permit.

Motorcycle permits are valid in specially designated motorcycle areas located in lots E, G & H.

The Motorcycle permit may be purchased in increments of 1 month, 2 months, and 4 months.

Permits are refundable, prorated to the half month.

## **DISABILITY PERMITS**

UBC staff and students with a medical need for proximity parking may purchase a Disability Permit. To qualify individuals must make arrangements with UBC Disability Resource Centre who will in turn advise Parking Services as to the individuals qualifying status.

Disability Permits are valid in all marked disability stalls on campus.

The permit may be purchased weekly, monthly, 4 month semester, or academic year (Sept – Apr).

Permits are refundable, prorated to the half month.

## **CONTRACTOR VEHICLE PERMITS**

Commercial Businesses may purchase a Contractor Permit. To qualify the applicant must contact Parking Services directly; [okangan.parking@ubc.ca](mailto:okangan.parking@ubc.ca) / 250-807-8554.

Contractor permits allow access to all parking lots. Permits may be purchased weekly, monthly or annual basis (Sept – August).

Contractor Permits are NOT valid at parking meters, disability stall, in fire lanes, or other areas that are not clearly defined as a parking spot.

Permits are refundable, prorated to the half month.

## **PARKING COUPONS**

UBC Departments may purchase Digital Visitor Parking Coupons. Digital Coupons allow departments to cover the cost of daily parking for departmental guests.

Coupons are valid in the lot(s) that they are specifically set up for at the time of purchase.

Coupons must be validated by the visitor when parking, by entering the Digital Coupon Code into a UBC Parking pay dispenser at the start of the parking period.

Coupons are pre-sold; arrangements should be made with Parking Services at least 3 days prior to need. Coupons are payable by UBC journal voucher, cheque, Visa or MasterCard.