Houghton College

STUDENT VEHICLE REGISTRATION

FIRST NAME (print) ________________________________ LAST NAME (print) ________________________________

CAMPUS RESIDENCE ___________________ CLASS (circle one): HS FR SO JR SR GR

I have read and agree to abide by the Houghton College Parking Policy. I understand that my vehicle may be ticketed, immobilized, towed, or inspected in enforcement of the law and this policy. I agree to hold Houghton College and its employees harmless for any damage to my vehicle while parked on Houghton College property and/or for damage incurred as a result of enforcement of the law or this policy. Houghton College reserves the right to inspect any vehicle parked on its property for compliance with the law and College Policy.

SIGNATURE __________________________________________ DATE ______________________________

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<tr>
<th></th>
<th>vehicle 1</th>
<th>vehicle 2</th>
<th>vehicle 3</th>
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<tbody>
<tr>
<td>LICENSE PLATE</td>
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<td>STATE</td>
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<td>VEHICLE YEAR</td>
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<td>VEHICLE COLOR</td>
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<td>VEHICLE MAKE</td>
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<td>VEHICLE MODEL</td>
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OFFICE USE ONLY

| Permit Type                  |                           |                           |                           |
| Permit #                     |                           |                           |                           |
| Date Permit Issued           |                           |                           |                           |
| Amount Paid                  |                           |                           |                           |
| Payment Method (Select One)  | Cash / CK#________ / Chrg | Cash / CK#________ / Chrg | Cash / CK#________ / Chrg |
| Issuing officer              |                           |                           |                           |
| Permit Expire Date           |                           |                           |                           |

I HEREBY AUTHORIZE Safety and Security to bill my student account if indicated above:

Authorizing Signature: ________________________________ CHARGE CODE: 6270
Houghton College

STUDENT VEHICLE REGISTRATION

Student parking enforcement begins the first day of each semester.

Reserved parking lot restrictions are in effect 8 am - 5 pm, Monday through Friday when classes are in session, including test days, and during May term.

During enforcement hours, if a student vehicle is found in a parking area not covered by its permit, it may receive a parking violation ticket. This includes Bank parking.

After 5 pm weekdays, and on weekends, students may park in any campus lot except Rothenbuhler Hall lot and the lower Lambein Hall lot. These lots are monitored 24/7.

Houghton College reserves the right to inspect any vehicle parked in its property for compliance with the law and College policy.

Vehicle Registration and Permits

All students must register their vehicle with Houghton College Safety and Security if they wish to park on college property. Parking permits are issued according to a student’s eligibility based on class and residence. The annual cost for a student parking permit ranges from $30 - $240 depending on eligibility and permit chosen. Permit fees are non-refundable.

** A parking permit is not a guarantee of an available parking space. A valid permit provides the registrant permission to park in the designated lot(s). If no space is available in the desired lot, the driver must find a space in another permitted lot.

Vehicle use and parking regulations are in effect 24 hours a day - 7 days a week.

Prohibited activities include, but are not limited to:
- Speeding or reckless driving
- Driving or parking on sidewalks, footpaths or grass
- Parking in Fire Lanes
- Parking in restricted parking spaces or other “no parking” areas
- Blocking dumpsters, loading docks, or other vehicles

Tickets and Fines

- Tickets will be issued on offending vehicles at the discretion of the Safety and Security Officer.
- The registrant of the vehicle is responsible for all resulting fines.
- Cash/check payments may be sent via intra-campus mail to Safety and Security in the provided envelope.
- Ticket fines may be charged to students college account by contacting the Safety and Security office in the Campus Center during regular business hours.

⇒ Ticket fines paid or appealed within seven (7) calendar days of the ticket issue date are reduced by 50%.
   The 7 day, 50% reduction does not apply to moving violations.

⇒ If a ticket is not paid or appealed within seven (7) days of the ticket issue date, the full amount of the fine will be posted to the student’s college account.

Ticket appeal process

Tickets may be appealed on-line any time before fines are posted to the student’s account at:

www.houghton.edu/student_life/safety_security/

⇒ Tickets paid or appealed within seven (7) days of the ticket issue date are reduced by 50%.
⇒ Appeal decisions will be sent via email within seven (7) days of filing the appeal. This email details any fine adjustments, and the date payment is due.
⇒ If the reduced payment is not received by 5:00 pm on the due date indicated, the full amount of the fine will be posted to the student’s college account.