

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 _____

**Vehicle
Information**

LICENSE PLATE	
STATE	
VEHICLE YEAR	
VEHICLE COLOR	
VEHICLE MAKE	
VEHICLE MODEL	

OFFICE USE ONLY	OFFICE USE ONLY	OFFICE USE ONLY
Permit #	Permit Fee	NY Sales Tax (8.5%) Total Paid
FH	\$55.30	\$4.70 \$60.00
TH	\$64.52	\$5.48 \$70.00
PER	\$147.47	\$12.53 \$160.00
LAM	\$147.47	\$12.53 \$160.00
RO	\$147.47	\$12.53 \$160.00
COM	\$230.41	\$19.59 \$250.00
MA	\$253.46	\$21.54 \$275.00
OTHER:		

Payment Method : Cash Check # Charge

Issuing Officer: _____

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

AUTHORIZING SIGNATURE: _____ CHARGE CODE: 6270

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- 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 \$35 - \$275 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.

Parking stickers must be **completely and directly** adhered to the window glass using the original adhesive (**NO tape**), Parking stickers adhered incorrectly may receive a parking violation ticket.

The complete Houghton College Student Parking Policy can be found on the Safety and Security web page at:
www.houghton.edu/students/safety-and-security/parking-permit-information

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, foot paths 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.