

## **Cancelling / Changing Your Student Parking Permit**

If you no longer require a parking permit or want to change to a different type of permit, follow the applicable steps listed below. Keep in mind that you will still incur charges for a full month, regardless of the number of days in the month that the parking pass is used; monthly charges are not prorated.

To cancel your student permit:

- 1) Bring your Hang Tag to **Parking Services\***:
- 2) Parking Services will charge your account an administration fee (\$25) for the early cancellation of the permit, and then determine the amount you would pay for the time you have used the permit (to month end), and provide a refund if applicable.

For a listing of the cost of student permits and cut-off dates for receiving a refund to go:

<https://www.uwo.ca/parking/permits/students/index.html>

**TIP:** if you wish to keep your permit hang tag for future use, you can email parking at [wparking@uwo.ca](mailto:wparking@uwo.ca) to request a cancellation your permit.

**\*For Parking Services Office location and current hours of operation please visit <https://www.uwo.ca/parking/>**