

Graduate Student Monthly Payment Plan Rules and Regulations

Students who select the monthly payment option are required to pay the 1st month of their new permit for the upcoming school year.

Please make sure that your credit card information is correct on the website. On this site, you can make all necessary changes to your profile. If you make changes to your credit card online, please contact Access Services via email: parking@case.edu to ensure that your credit card is attached to your current active permit. If your credit card is removed, and payment is not received your access card will be deactivated, and your permit will be added to expired permit list.

A monthly payment plan permit is valid through the end of the spring semester. Changing from a permit that is eligible for a payment plan to one that is not will result in the payment plan ending and a final payment is due. The monthly payment plan is available only at the time of the original purchase of an eligible permit.

If a scheduled payment is not made for any reason, the student is responsible for the payment due. Students should be conscious that failure to pay a scheduled payment will result in issuance of a citation, and their permit may be classified as expired and the citation will not be voided. Failure to make a payment is also considered a violation of University Policy, and can result in conduct charges being issued against you. A \$50 penalty will be incurred for any unpaid payment in addition to the entire remaining balance. Permit holders are responsible for all parking fees associated with their permit. Any unable parking fees will become violations.

The second payment will be owed 30 days after the start date of the permit. The third payment is due 30 days after the second payment, and this continues until either the permit expires at the end of the spring semester or you cancel your permit and turn in all your parking materials to an Access Services staff member. **To cancel** your permit and monthly payment you must return all parking materials to an Access Service's staff member.

The cancellation date of a permit is effective when the permit is returned to Access Services, not the date an individual withdraws or leaves the University. **No refund** is given for any unused portion of the current month.

By purchasing the monthly permit student acknowledges the rules and regulations of both the payment plan and the [Joint Parking Systems Permit Parking](#).