

**Subject: ~~Important Update Regarding~~ Parking Permits – Important Updates**

Dear Student,

As previously announced by ~~Dr. President~~ Scroggins, all Spring 2020 parking permits will be extended through Fall 2020. Students can use them through the Summer and Fall terms.

If you do not plan to attend this Summer or Fall and if you would like to petition for a parking reimbursement, you may do so by emailing the following information to [appeals@mtsac.edu](mailto:appeals@mtsac.edu) no later than June 14, 2020:

- Student ID Number (A#)
- First and Last Name
- Parking Permit #
- Your contact phone number
- Current mailing address
- A picture of your Spring 2020 parking permit cut into 4 pieces. Please ensure the permit number is still visible.

Once we have verified the information provided, you will receive an email from [cashiersoffice@mtsac.edu](mailto:cashiersoffice@mtsac.edu). ~~The E~~estimated processing time is approximately two weeks from receipt date depending on the volume of requests.

If you have additional questions, please contact Parking Services at [appeals@mtsac.edu](mailto:appeals@mtsac.edu).

Sincerely,