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after 4 p.m. or in Zone 1 and 6 lots during shuttle hours. There is no charge for students to park in the Gilbane lot at any time.

ZONE PERMITS Permits are issued by zone depending on enrollment or employment status with the College, taking into account special needs. Fees may be paid in full at registration or, in the case of faculty and staff, by payroll deduction.

PLACEMENT Affix the decal to the lower left-hand corner of the front windshield. Decals must be clearly visible through the front windshield.

REPLACEMENT PERMITS Notify the Safety and Parking Office immediately if your permit is lost or stolen. Log on to **ThePermitStore.com** to request a replacement permit. Once a replacement permit is ordered, the old permit is no longer valid. There is a \$10 processing fee for replacement permits.

REFUNDS If you withdraw (or cease College employment) within five days of receiving your permit, 100% of the permit cost will be refunded provided you return your permit by mail to **ThePermitStore.com** and permanently remove your vehicle from the campus.

PERMITS ARE NOT TRANSFERABLE Remove your permit from your vehicle if you sell it or otherwise transfer ownership. Log on to **ThePermitStore.com** to change or update your vehicle information. Permits may not be transferred to other individuals or used on vehicles not registered for that permit.

Violations

CITATIONS Citations may be presented to the owner/operator in person, placed on the vehicle windshield or mailed. It is possible to receive a citation for more than one infraction at a time.

APPEALS MUST BE MADE WITHIN 15 DAYS OF TICKET ISSUE, and may be made online at **www.scapay.com**. After 30 days all outstanding fines will be submitted to Student Accounts and will be added to individual bills until settlement. Once fines have been submitted for collection in Student Accounts you will no longer be able to appeal the ticket and a \$25 administrative fee will be added.

TOWING Cars with unpaid tickets or that have not been registered with the College may be towed without further warning. Champlain faculty, staff, students and affiliates parked outside of Champlain College zones may also be towed.

Infraction	Fine* (1st Offense)	Fine* (Subsequent)
Parking on grass/sidewalks, in non-permitted zone or outside white lines	\$25	All Fines Doubled
Improper permit placement	\$25	
Unregistered vehicle	\$50	
Handicap zone, fire lane	\$50	
Use of unauthorized permit	\$100	

* Towing charges are in addition to these fines.
Note: Fines must be paid in full in order to receive a new parking permit, confirm course registration, receive a transcript or be awarded a degree.



PARKING PROGRAM AND REGULATIONS



Safety & Parking Office

865-5403

Durick Hall
Monday - Friday, 8:00 a.m. - 4:00 p.m.

For the most up-to-date policy information, go to: **www.champlain.edu**.

Champlain College is located in a residential neighborhood in the heart of Burlington. This means that parking on campus and surrounding streets is extremely limited. In an effort to make the most efficient use of our limited parking spaces on campus and to maintain the good relations we enjoy with our neighbors, Champlain has developed a strict campus parking policy that applies to everyone — students, faculty, staff and visitors.

General Regulations

ALL VEHICLES MUST BE REGISTERED All Champlain College students, faculty and staff must register their cars and park in their assigned zones. **Failure to park in your assigned zone—including city streets outside the parking zone map—will result in fines and/or towing.** Permits are issued by zone, and only those vehicles with a valid permit for a particular zone may park in that zone. For example, residential students with Zone 6 permits may not park in Zone 7 at any time.

PERMITS Permits must be properly displayed while in the College's assigned parking zones, including designated city streets. Vehicles not displaying the required permit will be cited for a fine and/or towed at the owner's expense. (See back panel for details about permits and citations.)

ONE PERMIT PER PERSON No faculty, staff or student can receive more than one permit. Only one registered car may be parked in College zones or designated parking areas at any one time.

PARKING SPACE IS NOT GUARANTEED From time to time, it is possible that no parking will be available in designated campus zones. In such cases, permit holders may park in Zone 1 or Zone 6 and use the free shuttle.

PARK BETWEEN WHITE LINES The only legal parking space in any College parking lot is between two white striped lines.

PROHIBITED AREAS Standard parking regulations apply to vehicles parked on campus. No vehicle may be parked in driveways, fire lanes, handicapped parking or reserved spaces (unless the operator has a permit for such spaces), non-designated parking spaces, on lawns or courtyards, or by blocking a legally-parked vehicle. Vehicles in violation will be towed at the owner's expense. Also note that College-affiliated parking is NOT permitted at any time on the following streets: Cliff, Spruce and South Union from Cliff Street to Maple Street.

RESIDENTIAL STUDENTS MAY NOT HAVE CARS ON CAMPUS OR PARK IN COLLEGE-OPERATED LOTS (except under special circumstances). Residential students who require a car for employment or medical reasons will be issued a permit for parking in the off-campus Gilbane lot only (Zone 6). In cases of medical need, proof may be required in the form of a doctor's documentation. In cases of employment need, a letter from the employer stating the hours of work, plus a pay stub confirming hours worked, may be required for approval.

These exceptions will be reviewed on a semester basis or as individual circumstances change.

NO PARKING 12:30 A.M. TO 6 A.M. Regardless of the permit held, no student, faculty or staff may park on adjacent city streets from 12:30 a.m. to 6:00 a.m. Vehicles parked overnight in campus zones must be moved to their assigned zones by 8:00 a.m. Overnight parking is available in the Zone 6 (Gilbane) lot.

VEHICLES EQUIPPED WITH ALARMS that do not cease emitting intermittent or constant sound for a total of three minutes within any 15-minute period are strictly forbidden. Violators will be ticketed and towed.

VISITOR PARKING Visitors to the Office of Admission are free to park in any available, non reserved parking space. The parking area west of Skiff Hall is closest to the Office of Admission and temporary visitor permits may be obtained from Admission staff at that location.

How to Register Your Vehicle

Register your vehicle online by visiting the Champlain College website at **www.champlain.edu** and by following the IPARQ prompts.

Your permit will be mailed to your campus mailbox. If you do not have one it will be sent to the address you provided during registration.

NON-COMPLIANCE Failure of a student or employee to register a motor vehicle and/or comply with College parking policies may result in fines, towing charges and loss of permission to park a vehicle in College zones, as well as the possible loss of other privileges, suspension or dismissal. Failure to pay parking fines in a timely manner will affect students' financial standing with the college.

WAIVER OF LIABILITY Champlain College assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked in campus zones. Any damage or theft involving the vehicle (interior or exterior) is the owner's responsibility.



Permits

PERMIT POLICY Students, faculty, staff and vendors who bring a vehicle to campus must register their vehicle with the Safety and Parking Office. Visitors should ask their campus contact for information about parking on campus.

PERMIT FEES Permit fees are \$100/semester for full-time Faculty/Staff and Commuting Students, \$50/semester for part-time Faculty/Staff and Commuting students. Permit fees are \$100/semester for residential special needs permits. There is no charge for parking in qualified satellite lots. There is no charge for evening students to obtain a Zone 9 permit allowing them to park in any available lot
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Zone #/ Permit Color	Lot Category	Buildings/ Parking Areas*
1	Faculty/Staff, Student/Visitor	Perkins Pier/Pecor Lots FREE SHUTTLE SERVICE Mon-Fri, 7 a.m.-9 p.m.
2	Faculty/Staff, Commuters	56 Summit, 396 Main, 381 Main Street, Durick Hall, 215 S. Prospect ON STREET: _____ <i>Summit (Main-Maple), Main (Summit-South Willard)</i>
3	Faculty/Staff, Commuters	Whiting/McDonald, Skiff Hall, Coolidge House, ARC (Advising/Registration) (Reserved and Visitors ONLY) ON STREET: - - - - - <i>South Willard (Maple-Main)</i>
4	Faculty/Staff, Commuters	Hill/Lyman Halls, Jensen/Rowell Halls, South Hall, West Hall ON STREET: _____ <i>Maple (S. Union-S. Willard) South Willard (Maple-Cliff, ONLY as shown on map)</i>
5	Faculty/Staff, Commuters	East Hall/MIC, Hauke Center/ Bader Hall, Cushing Hall ON STREET: - - - - - <i>Maple (So. Willard-Summit)</i>
6	Residential	Gilbane Satellite Lot FREE SHUTTLE SERVICE See shuttle info at www.champlain.edu
7	Residential, Special Needs	Sanders Hall, North Hall 10 Spaces at 396 Main Street
9	Evening Students	Zones 1 & 6 during shuttle hours. Any lot after 4 p.m. weekdays

- Parking lots on the map are indicated by the colors of each zone as noted above. The symbol  at 381 Main Street indicates a parking garage.
- On-street permitted parking is noted by a line that corresponds with each zone's color and style.
- Campus buildings are numbered according to the key to the right of the map.
- Shuttle pick-up locations are noted by a star. 


CAMPUS BUILDING KEY

- Skiff Hall
- Durick Hall
- Main Street Suites
- 396 Main
- Sanders Hall
- North House
- The Gallery
- Whiting Hall
- Advising & Registration Center (ARC)
- McDonald Hall
- Coolidge House
- Hill Hall
- Lyman Hall
- West Hall
- Roger H. Perry Hall
- Rowell Hall
- Rowell Annex
- Bankus Hall
- Jensen Hall
- South House
- IDX Student Life Center
- Pearl Hall
- Cushing Hall
- Bader Hall
- Hauke Family Campus Center
- S. D. Ireland Family Center for Global Business and Technology
- Alumni Auditorium
- Freeman Hall
- Joyce Learning Center
- Carriage House
- Schillhammer Hall
- President's House
- Foster Hall
- Miller Information Commons
- Wick Hall
- Aiken Hall/Morgan Room
- Summit Hall
- Rozendaal Courtyard
- 215 S. Prospect
- 212 Battery
- Adirondack House
- Lakeview Hall
- 308 Maple