Spring 2015 Student Parking Information

Parking Permit

All vehicles parked on Northeastern Illinois University property must display a valid permit. Students must register their vehicles with the Parking Office prior to receiving a parking permit; the steps below outline this process:

Step 1. Verify that the parking fee is included on your student bill.
Step 2. Complete the online permit/vehicle registration process at www.neiu.edu.
   a. University Life > Parking > Students
   b. Click the “Permit Registration Request”
   c. The 1st day to register your vehicle for the Spring 2015 semester is December 1, 2014. If you have any outstanding parking obligations, you will not be able to complete this step; please contact the Parking Office for assistance.
   d. Once you have completed steps 1 and 2, you will receive a parking permit receipt. This indicates that your vehicle is properly registered and you are now eligible to receive a permit. Please note: this receipt is not in lieu of a parking permit.

Step 3. Check the status of your permit online at www.neiu.edu.
   a. University Life > Parking > Students
   b. Click the “Where is my permit?”

Step 4. Properly display your permit.
   a. For instructions, please refer to our website at www.neiu.edu.

Your parking privileges are valid from 1/1/2015 through 5/15/2015. Prior to completion of the first above three steps, you are required to pay for daily parking.

<table>
<thead>
<tr>
<th>Spring Permit Distribution Dates and Locations</th>
<th>No Permit Mailing Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Week 1) January 5th – January 10th</strong></td>
<td>Distributed at our table located in Village Square See the website for distribution dates and locations</td>
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<tr>
<td><em>No Sunday Distribution</em></td>
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<tr>
<td>After January 10th, please see the website at <a href="http://www.neiu.edu">www.neiu.edu</a> for dates and locations.</td>
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Parking Fee Waiver

Please note: You are automatically billed a parking fee which includes the cost of a parking permit. If you do not need a parking permit, you must waive the parking fee by January 20, 2015 with the Office of the Bursar. Follow the steps below to waive the parking fee:

Step 1. The waiver parking waiver form can be obtained at www.neiu.edu.
   a. University Life > Parking > Students
   b. Click the parking fee waiver link in the first paragraph

Step 2. Complete the parking waiver form.
Step 3. Return the waiver form to the Office of the Bursar (You may email a signed copy directly to the Bursar’s Office at neiubursar@neiu.edu). 
Step 4. Check your student account to ensure that the fee is removed from your bill.
Step 5. You must purchase a daily parking permit each time you park on campus.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
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<tbody>
<tr>
<td><strong>Monday – Thursday</strong></td>
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<tr>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td><strong>Office Closed</strong></td>
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