**Staff Semester Permit**

I affirm that my total earnings for all jobs worked at James Madison University for the _____ academic year will be less than $2,500 dollars. If my earnings exceed the requirements for the semester pass, I will return it in exchange for a permanent hangtag and begin the payroll deduction process for the vehicle registration payment. I meet and understand the criteria for receiving a permit at a reduced rate from Parking Services.

(Please print) Last name First name MI

Employee Signature EmplID Date

*List all positions and departments currently working at James Madison University*:

Department/Company Phone

_____
_____
_____
_____

*This portion is to be filled out by the Department Head only:*

Employee meets the criteria for the reduced fee permit from Parking Services. All current positions are listed.

(Please print) Last name First name MI

Department Head EmplID Date

Present form to Parking Services at the time of vehicle registration.