RAMAPO COLLEGE

How to apply for a parking permit

Department of Public Safety

General Information

- Parking permits are the property of Ramapo College and are issued based on the applicant's status with the College.
- They are non-transferable to another party and are valid only on the vehicle to which they are assigned.
- Only commuter students may register two vehicles with the purchase of one hangtag permit. Resident students may only register one vehicle with the purchase of one permit.
- Lost or stolen permits must be reported immediately to the Public Safety Office located in Room C-102.
- Non-compliance with the rules and regulations of the College and the laws of the State of New Jersey may result in a citation, forfeiture of parking privileges, immobilization and/or towing/impoundment of the vehicle.
- All vehicles must have a decal or other form of official authorization to park on campus.
- Valid parking decals are to be visibly affixed on the inside of the rear left-side window
- Hangtags are to be hung on the rearview mirror
- Specific parking spaces are not assigned except as indicated in designated areas.

Parking Billing Policy

- **PARKING BILLING POLICY The parking fee is not paid when a student applies for a parking permit.** The parking fee automatically appears as a charge on a student's term bill.
- **The first day to apply for a summer term parking permit at ramapo.thepermitstore.com is mid-May.**
- **The first day to apply for a Fall/Spring academic parking permit at ramapo.thepermitstore.com is mid-December for Spring and early August for Fall passes.**
- **Students, who do not intend to park a vehicle on campus at any time during the school year, can submit a *Parking Fee Waiver Form* to the Office of Student Accounts.** Upon receipt of the waiver form, the Office of Student Accounts will verify that a student has not applied for a parking permit. When verification is completed, a credit will be posted to the student's account. If a student has applied for a parking permit, the waiver request will not be processed. website: https://www.ramapo.edu/student-accounts/forms

- **Students may not apply for a parking permit and then submit a *Parking Fee Waiver Form* or submit a *Parking Fee Waiver Form* and then apply for a parking permit.**
- **If the Waiver Form is not submitted by the published deadline, the student is responsible for the parking fee charge, which will remain on the student's account.**

Parking permits

- Parking permits obtained during the fall term are valid for the fall. winter and spring terms. Students entering for the first time in the spring term must acquire a fall/spring parking permit. Students charged in the fall term will not be recharged in the spring. Students, who submitted a Parking Permit Waiver in the fall term, do not have to resubmit a Parking Permit Waiver in the spring term. A new permit must be obtained for the summer term. There will be a one week grace period at the beginning of term before summonses will be issued.

- The College does not provide a fall only parking permit. All students who are registered for the fall term are charged the annual parking fee rate. Students who are **graduating** in January, student teaching, or are studying abroad in the spring semester are the **only** exceptions. Graduating students will receive a refund, equivalent to the spring parking fee charge, upon verification by the Graduation Office. The Office of Student Accounts will mail this refund check in mid-February. Study abroad students will have their fall account adjusted prior to the departure of their spring program.

Parking Waivers

- Students who do not intend to park a vehicle on campus at any time during the school year can deduct the amount of the Parking Permit Fee from their bill, providing the **online** *Parking Permit Fee Waiver Form* is completed no later than the waiver deadline. When the form is submitted, a credit will be posted to the student's account the following day. **Parking charges are NOT REMOVED from student accounts; they are offset by the credit of the waiver transaction. STUDENT ACCOUNTS WILL REFLECT BOTH THE CHARGE AND THE CREDIT.** If a waiver is submitted in the fall, a student does **not** have to resubmit a waiver in the spring. Spring waivers are only for students who were **not** registered in the fall.

- **All students who have not submitted a waiver by the published waiver deadline will be responsible for payment of the Parking Permit Fee charged to the student's account. The Waiver Form will not be available after the waiver deadline.** Students may not apply for a parking permit and then submit a Parking Fee Waiver Form or submit a Parking Fee Waiver Form and then apply for a parking permit. **Please use only the electronic version of this waiver form. Modified print versions and/or faxes will not be accepted. Thank you for your cooperation.**

Parking Fee Waiver Instructions

RAMAPO COLLEGE

- Using My Ramapo
- Log on to my.ramapo.edu
- Click on Web Self-Service button in the middle of the left column
- Enter Ramapo Email User Name and Ramapo Email Password
- Click on Student Services & Financial Aid link
- Click on Surveys, Waivers, Ballots, and Such… link
- Click on Parking Permit Fee Waiver
- Read the terms and conditions and click the COMPLETE button

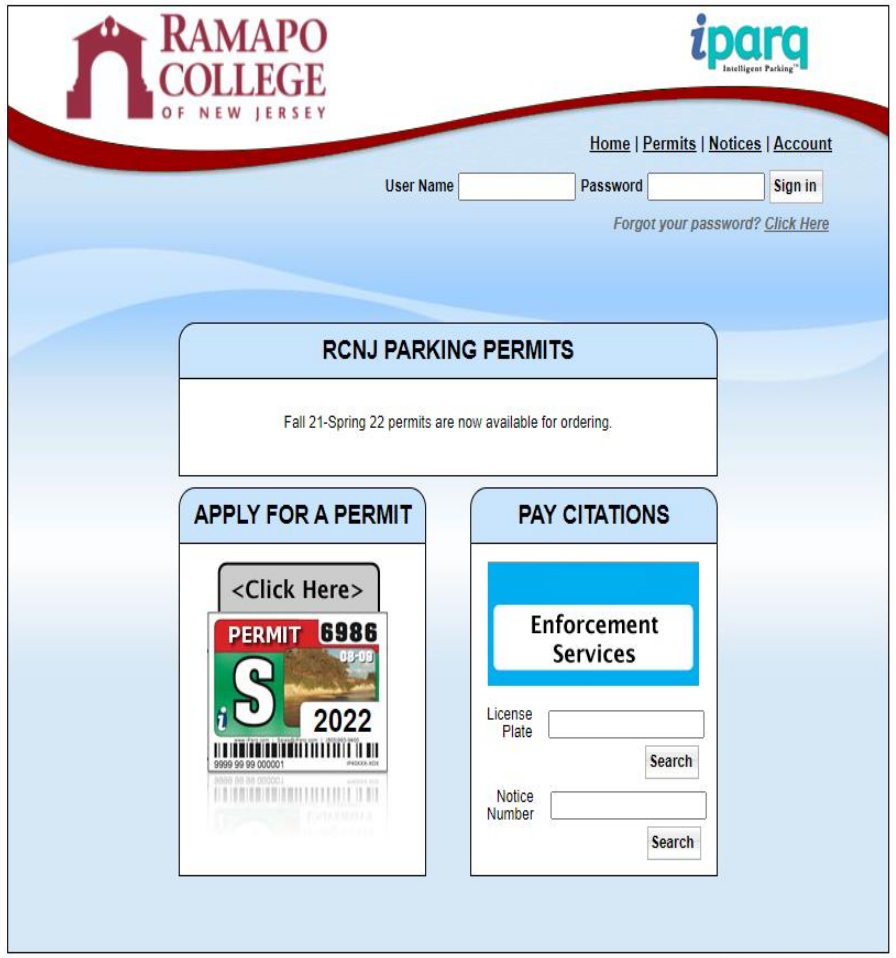
* Your waiver request will not be processed if you do not click the COMPLETE button. Review your account next business day to confirm your waiver request was processed. The College reserves the right to change costs and procedures at its discretion

Permit Store

- The college uses a third party website (IPARQ) to register for Parking Permits and to pay for Citations issued.
- ramapo.thepermitstore.com

https://ramapo.thepermitstore.com/purchase.php

- Do not apply for a permit until you have registered for classes.
- Resident Students do not apply until you have your housing assignment.
- Please ensure that you have not waived your parking fees.

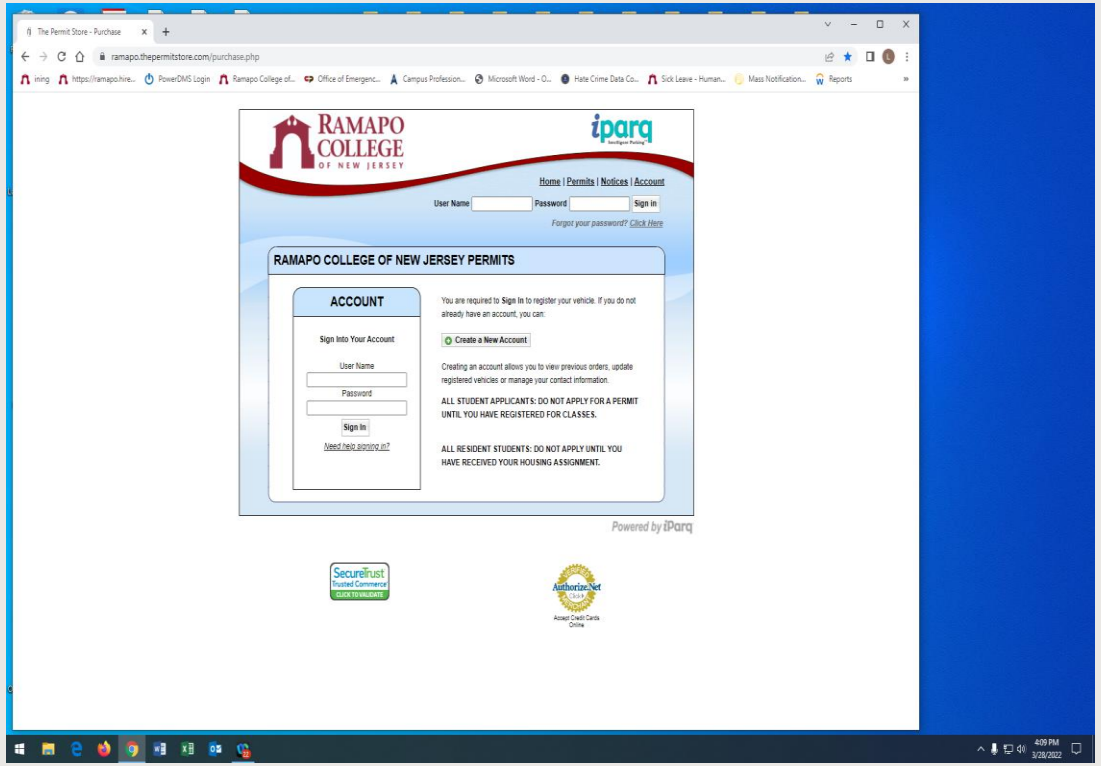


SecureTrust Trusted Commerce CLICK TO VALIDATE
Authorize.Net Verified Merchant
Accept Credit Cards Online

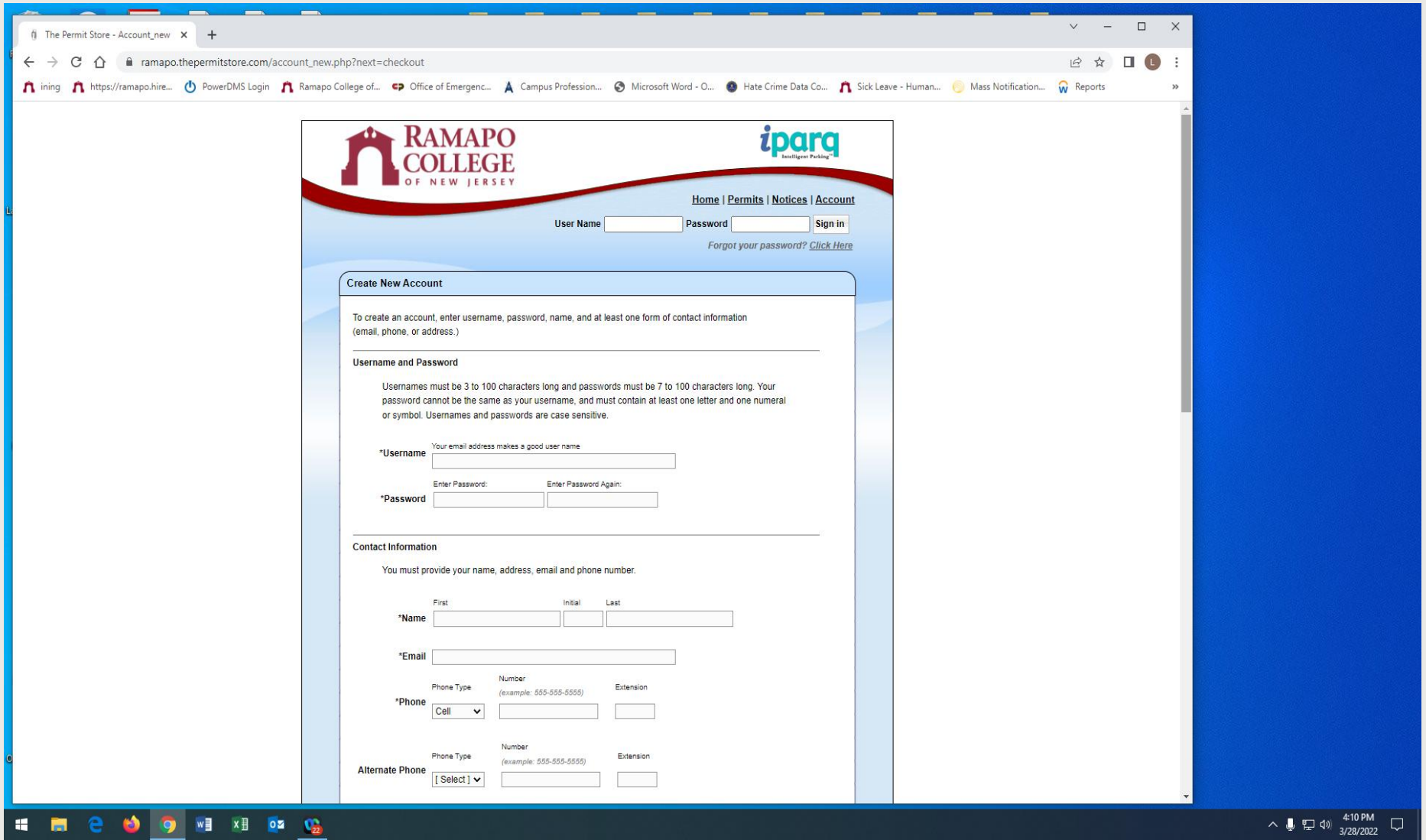
Create your Account

Create Account

- Click on Apply for a Permit
- Create an account to register yourself



Enter Information



Shipping Information

- Be sure to add the correct address that you will receive the decal. It takes approximately two weeks to receive the decal.
- The correct address for Ramapo, If you live on campus :

First and Last Name

Campus Box Number

Ramapo College of New Jersey

505 Ramapo Valley Road

Mahwah, NJ 07430-1623

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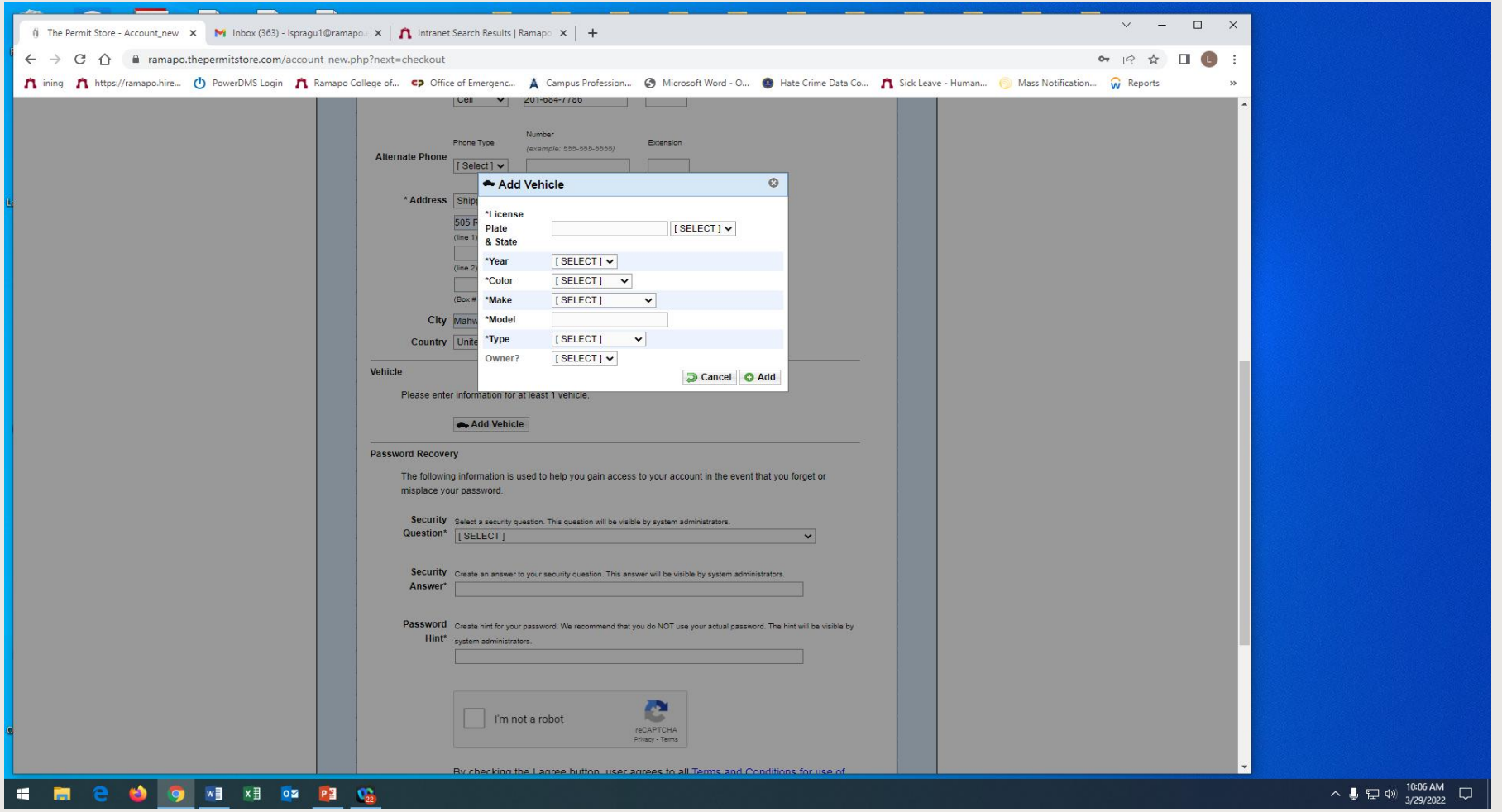
Add Vehicle Information



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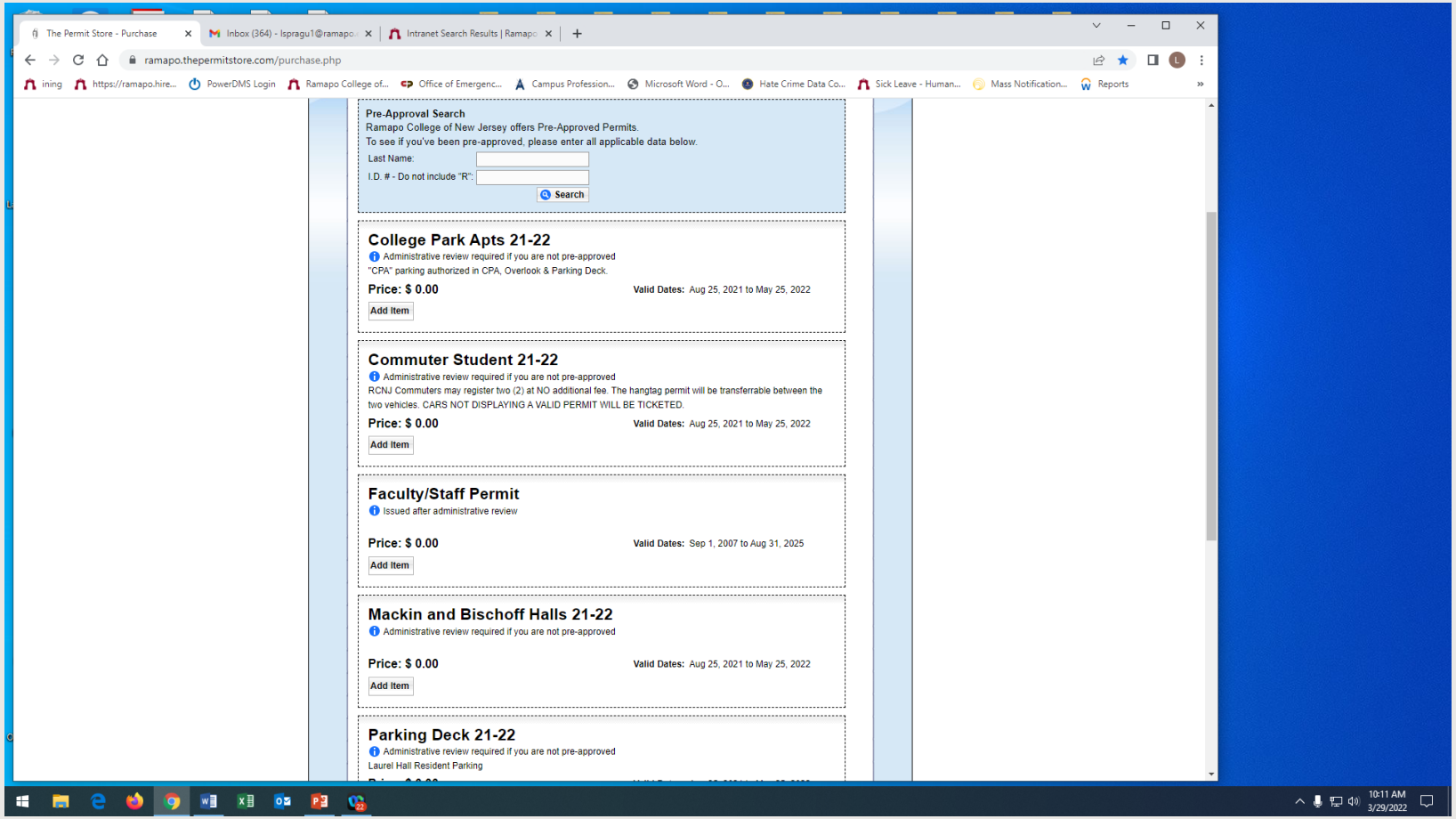
Select Permit

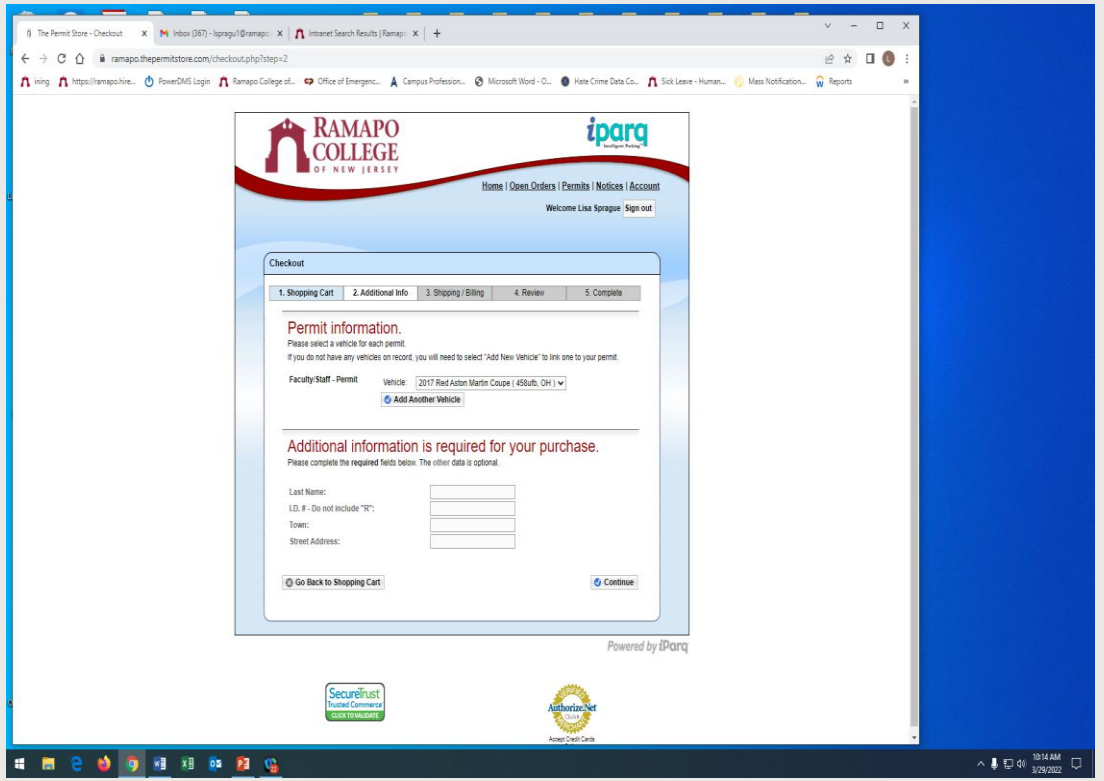


Additional Info

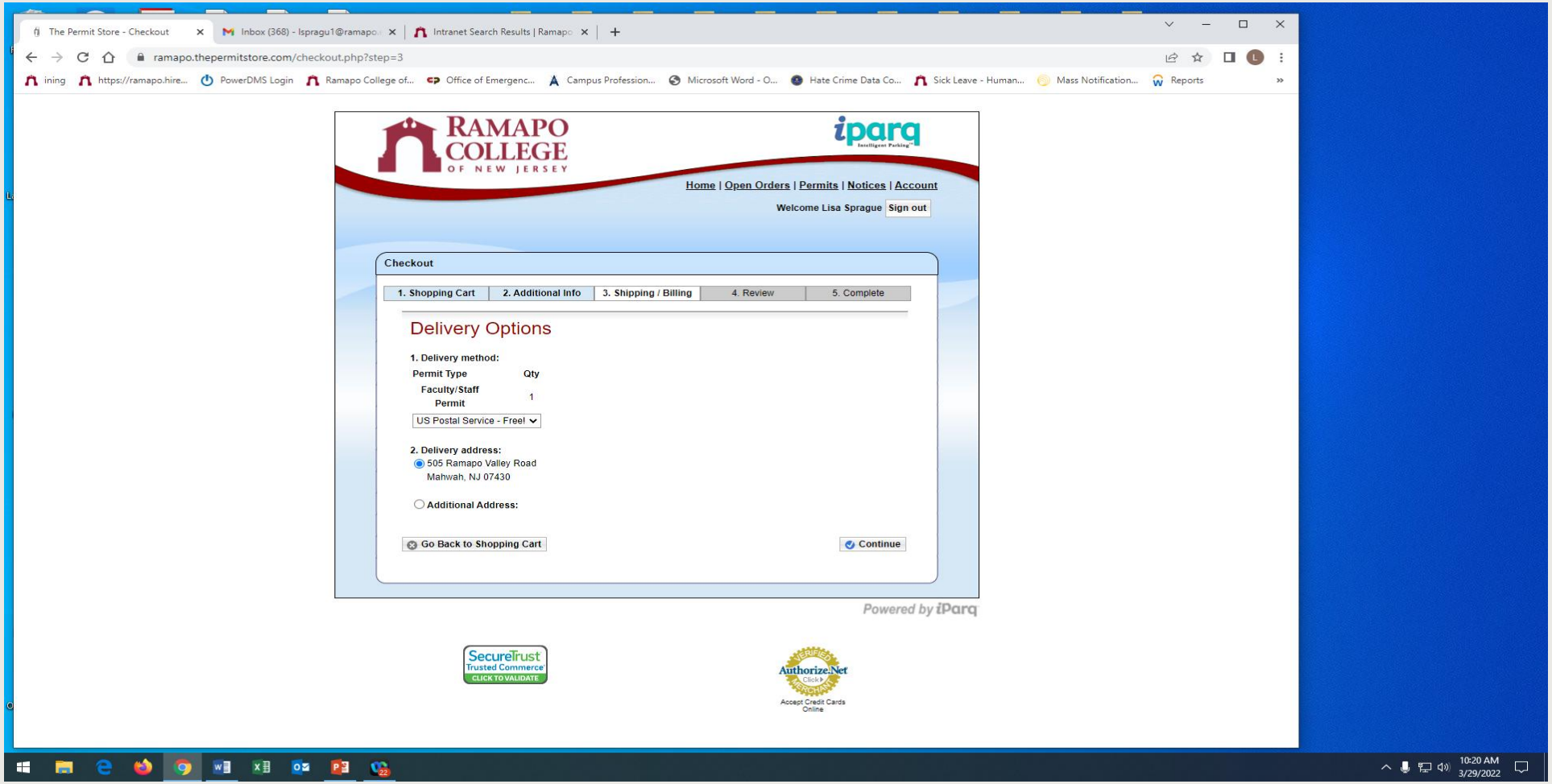
Commuter Students

- Commuter Students are issued a hangtag permit ,to be displayed on the rearview mirror. This allows commuter students to register two vehicles on one tag. Ensure both vehicles are registered to your permit.
- Commuters are allowed to park in B1,B2,and B3 lots

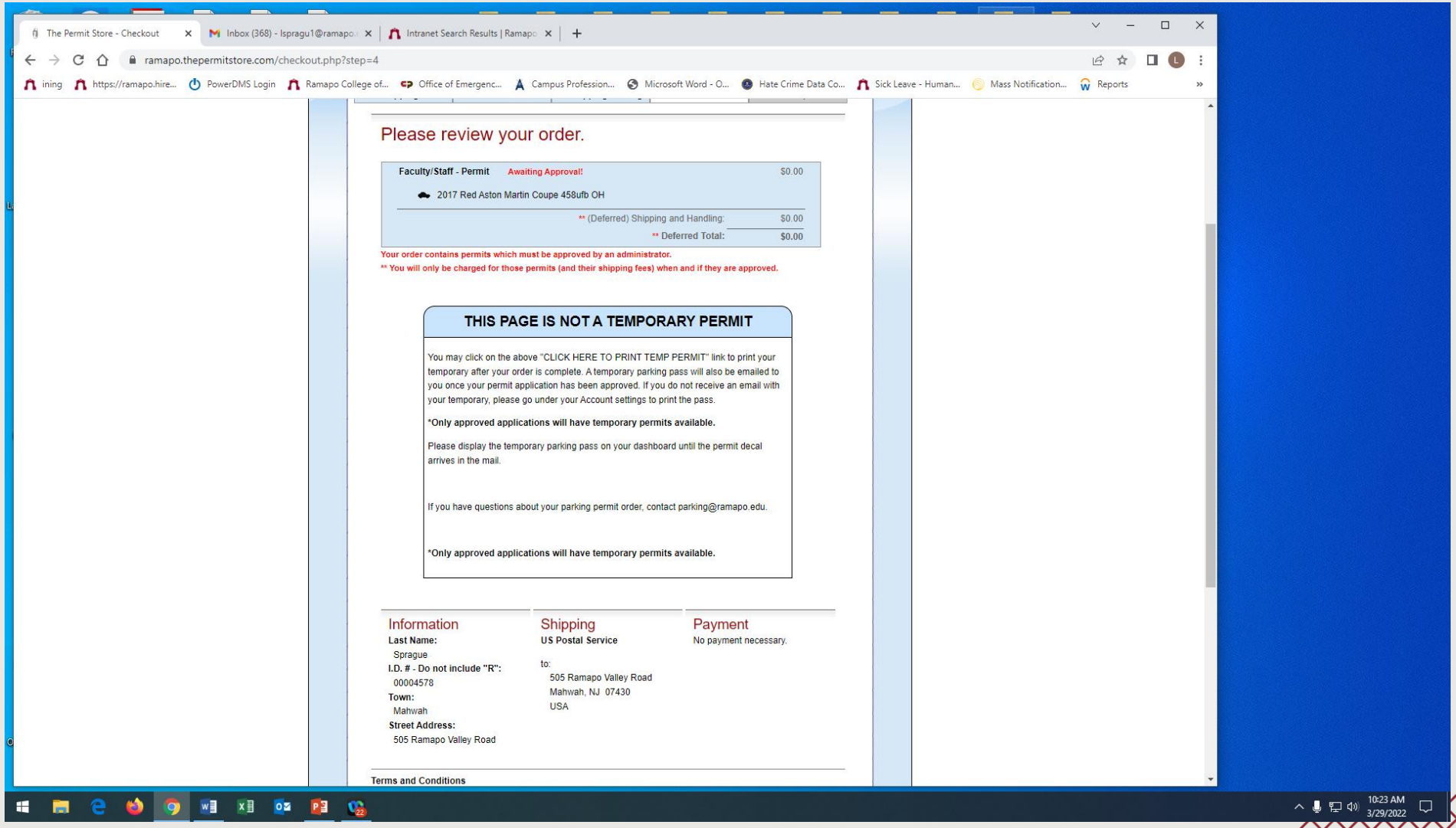
Screen



Select Delivery Options

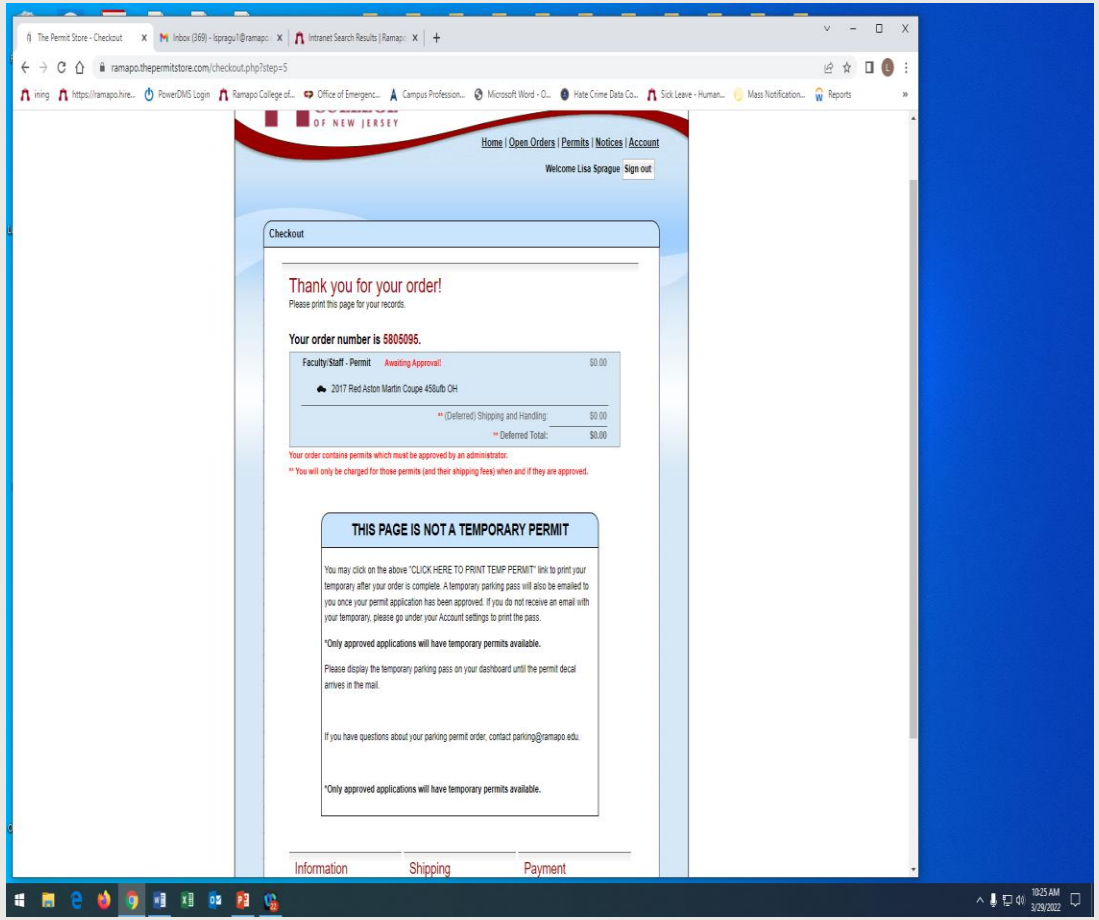


Review Your Order



Confirmation of Order

- Print or save this page
- When approved you will receive another email with instructions to print a temporary permit. Display the permit on your dash board. The temporary permit is good for 30 days.



Temporary permit

Email sent from Ramapo.service@thepermitstore.com:

Your permit application has been accepted.

Sign back in to your account, click on "Account" at the top right of screen. From here, select THE PERMIT ORDER # AND THEN "PRINT TEMPORARY PERMIT" to display on your dashboard.

If you have not received your actual permit in the mail within 10-14 BUSINESS days, please contact parking@ramapo.edu.

Location of Permit

- When you receive the permit, residents will affix the parking decal to the drivers side rear window, lower right hand corner.
- Commuters will receive a hangtag to be placed on the rearview mirror.
- Park in the appropriate lot. This information may be found on the Public Safety webpage (rules and regulations) at https://www.ramapo.edu/publicsafety/parking-regulations/

Questions

- If you still need assistance or have questions:

- Email parking@Ramapo.edu
- Be sure to include your Ramapo student ID # (R#)

- WELCOME TO RAMAPO!!

RAMAPO COLLEGE

Parking Map