

STUDENT ID, LOCKER & GEORGETOWN CAMPUS PARKING REQUEST

CONTINUING EDUCATION

Student Name: _____

Please complete this form and submit it to the Georgetown Administrative Office or the College Business Office.

CE STUDENT ID CARDS

The Continuing Education student ID card is required for all students purchasing parking permits, including those to be used on evenings when parking is free. Continuing Education students can purchase a CE Plastic ID card via credit card or by submitting a check and the ID card request form to the College Business Office or the Georgetown Administrative Office during business hours. The card will allow electronic access to the Georgetown and/or Downtown campuses during the terms in which the student is enrolled. To obtain and activate the card, the student's enrollment confirmation and receipt for ID card payment must be presented at the Downtown (E Street) or Georgetown security desk. Beginning Fall 2009, photo ID cards will be issued to new Continuing Education students. Returning students may exchange the "generic" ID card they purchased in previous semesters for a photo ID card at no additional fee. The card must be registered with security in the student's name in order to be exchanged. Students may have only one active card at any time.

LOCKERS

Large lockers on the first and second floors are reserved for degree students and for Continuing Education students on a space-available basis after the second week of classes. Small blue lockers in the student lounge are reserved for Continuing Education students, free of charge. In order to use a locker (including free lockers) at the Georgetown Campus, students must complete and sign a Locker Agreement Form and have it approved by the Georgetown Administrative Office. See the Locker Agreement Form for additional policies regarding lockers.

PARKING

Students may purchase parking permits by specific day, time and part of term. Students who wish to park anytime during the week while they are enrolled in a course may opt for full semester parking. A parking permit request must be submitted for all individual time periods you wish to park, including open studio time and free parking in the evening. The parking fee is included in the course fees for workshops with three or fewer sessions. A plastic ID card is not required for students in these instances.

FEES

Parking

- \$150 "All Week" Monday–Sunday, during business hours, for the entire semester.
- \$45 For one morning or afternoon per week, at the same time each week, for the entire semester.
- \$100 "All Week" Monday – Sunday, during business hours, per one half of term.
- \$25 For one morning or afternoon per week, at the same time each week, per one half of term.

Lockers

- Free! Small blue locker in student lounge (on a space-available basis only)
- \$20 Large locker (on a space-available basis only)
- \$20 New CE student photo ID card
- \$20 Replacement fee for lost or stolen ID card

I have read the policies above and understand that my ID Card fee is non-refundable.

Student Signature: _____

Student Name: _____

Day Phone: _____ E-mail: _____

CONTINUING EDUCATION PARKING PERMIT

Circle the fee amount for each day and time you wish to receive a parking permit for and total the amounts.

SPRING 2012	Full Semester 01/18-05/09	First Half 01/18-03/04	Second Half 03/04-05/09	Total
All week, Mon-Sun during building hours	\$150	\$100	\$100	
Monday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Monday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Monday Evenings 6 p.m.—2 a.m.	\$0	\$0	\$0	
Tuesday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Tuesday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Tuesday Evenings 6 p.m.—2 a.m.	\$0	\$0	\$0	
Wednesday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Wednesday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Wednesday Evenings 6 p.m.—2 a.m.	\$0	\$0	\$0	
Thursday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Thursday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Thursday Evenings 6 p.m.—2 a.m.	\$0	\$0	\$0	
Friday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Friday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Friday Evenings 6 p.m.—10p.m.	\$0	\$0	\$0	
Saturday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Saturday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Saturday Evenings 6 p.m.—10p.m.	\$0	\$0	\$0	
Sunday Mornings 8 a.m.—1 p.m.	\$45	\$25	\$25	
Sunday Afternoons 1—6 p.m.	\$45	\$25	\$25	
Sunday Evenings 6 p.m.—10 p.m.	\$0	\$0	\$0	
Vehicle Information Make and Model: _____ License Plate #: _____			Subtotal	

ID CARD & LOCKER

New Plastic ID card	\$20	
Replacement ID card	\$20	
Small Locker	Free!	
Additional Locker	\$20	

Payment in full must be received at the time of request	TOTAL	
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Enrollment Information

List all classes in which you are currently enrolled: _____

Payment Information

Enclosed is a check/money order payable to the Corcoran College of Art + Design: Check # _____

FOR OFFICE USE ONLY: GEORGETOWN ADMINISTRATIVE OFFICE AUTHORIZATION		
Signature _____	Print name _____	Date _____