Sault College
Vehicle Parking Regulations

Procedure

1. As the College grounds are private property, the College maintains full jurisdiction over traffic flow and parking in conjunction with the Highway Traffic Act.
2. Sault College is not responsible for any loss, personal injury or damage to any motor vehicles and contents however caused.
3. Vehicles must park in designated areas. Parking is prohibited in any service, emergency or loading zone, bus stops, roadway, walkway, patron, or grassed/landscaped areas.
4. All vehicle operators are required to comply with all College parking and traffic regulations. Failure will result in vehicles being ticketed and/or towed away at the expense of the owner.
5. All vehicles must be removed from college parking lots, excluding Student Residence lot, by 11:00 p.m. unless authorized by Facilities Management.
6. Any vehicle left on the college property for any period of time after the termination of the registrant's course, conference, or employment will be considered abandoned and will be towed away at the expense of the owner.
7. Lot designation permits must be displayed at all times corresponding with appropriate lots.
8. The parking year has been designated as follows: September 1st to August 31st.
9. All parking lots on campus are provided within the limits of available space. Parking Privileges do not guarantee availability of a parking space but allows you to park in a designated area. Unavailability of a parking space or lot does not relieve the driver of responsibility with respect to the parking rules and regulations.
10. Any unauthorized vehicle or vehicles parked in any other area that was not agreed upon by the user and the College, will be ticketed and/or towed at the expense of the owner.
11. All parking areas designated "visitor parking only" and metered areas are prohibited from any student or employee unless authorized by Facilities Management. Any violation will result in a ticket and/or towed at the expense of the owner.
12. Bicycles are exempt from payment of the parking fee.
13. Motorcycles are subject to the same regulations as other motorized vehicles.
14. Service vehicles will be assigned specific parking locations. Any unauthorized vehicles in these areas or service vehicles parking in any other areas other than designated locations are subject to a ticket and/or towing at the expense of the owner.
15. Areas designated as "Patron Parking Only" or "Visitor" parking are restricted to College patrons. Improper use of these areas may result in a ticket and/or towing at the expense of the owner.

Designated/Coin Parking Lots – Payments

1. All students and full and part time College employees must purchase a permit or pay on exit at the daily lot for the use of parking areas. A completed application for parking form along with payment (cash, cheque, money order, credit/debit card, or authorization for payroll deduction) is to be submitted to the Financial Services Office for issuance of the appropriate permit.
2. Annual parking rates are listed on parking application forms.
3. F and J North Lots are for annual pass holders only (Sept. 1st – Aug 31st). Users of these areas have the right of first refusal. The deadline for claiming your previous years' lot will be the last Friday in August of each year. If no permit is purchased by this date, rights to park in that area will be forfeited and the permit will be for sale on a first-come first-serve basis. Those who require less than an annual permit are limited to the A North and J South lots.
4. The parking year has been designated as follows: Sept. 1st to Aug 31st. It is the responsibility of the user to choose the option which is best for his/her schedule, and they are as follows:
    - Annual (September 1st – August 31st)
    - Semesters (Semester 1: Sept 1st – Dec 31st, Semester 2: Jan 1st – Apr 31st, Semester 3: May 1st – Aug 31st).
    - Monthly (calendar month)
    - Coin lot: Pay per use

    Note: Permits will not be sold in any other fashion than indicated above. Due to the demand and the variation of user schedules, such permits would not guarantee a parking space.
5. Parking permits are non-refundable, unless terminated from school or involuntarily leave the employ of the college. At this point, refunds will be issued (for annual and semester permits only) upon presentation of the valid undamaged permit and/or swipe card and a letter stating the departure by Human Resource Service or a signed withdrawal form from the Dean's office. In Cases where there is no withdrawal form, a refund will only be issued within the first 30 days the parking permit becomes valid. Refunds will consist of any unused full month portion of the parking fee paid, less an administration fee as determined by Sault College.
6. All lost or stolen parking permits or swipe cards must be reported to Facilities Management. Replacement swipe cards will cost an additional $15.00 each. Replacement parking permits will cost an additional $10.00 each. Permits and cards are non-transferable unless approved by Facilities Management. Anyone using a card or permit that has been reported lost/stolen, or a borrowed permit, will be subject to the College's policies on discipline.
7. All applications and payments will be processed daily by Financial Services Department.
8. Cheques returned N.S.F. will result in the cards being de-activated immediately and will be subject to an administration fee as determined by Sault College Financial Services.
9. Card/permit holders are responsible to ensure the currency of their card/permit.
10. Applicants who will be using different vehicles are to register all vehicles when applying for a parking permit. Only one parking permit will be issued and is required to be displayed regardless of the vehicle being used.

Accessible Parking

Accessible parking spots are designated in accordance with the City of Sault Ste. Marie By-Laws. They are provided and identified for those vehicles bearing the appropriate permits or license plates. A Sault College parking pass must still be purchased and displayed for that designated parking lot.

Guest/Visitor Parking

The metered section in front of the A-Wing, the metered section outside of L-Wing, and the daily parking lot, on the south side of the college are areas identified for visitors to the College.

Appeals

1. Appeals pertaining to the violations of fire routes and accessible areas ticketed by the City of Sault Ste. Marie Police Department must be made with the City of Sault Ste. Marie.
2. Employees, students, and visitors who feel their vehicles have been unfairly ticketed in a college lot may appeal to the Director of Facilities Management **within 48 hours.**
3. Anyone taking a ticket back for a parking violation assumes full responsibility of the ticket.