

### **Please read the instructions below**

1. All Staff & Faculty **MUST** apply online.
2. Before purchasing Faculty/Staff decals, all outstanding parking fines must be paid.
3. Due to limited space, we are not in a position to change any fields.
4. After applying online, you must come to purchase your decal in Jefferson Hall 201.
5. You will be able to change your vehicle information through the online system when you submit your application. Any changes to vehicle information after an application is submitted must be done in person at the Public Safety Office in Jefferson Hall 201, or over the phone at 718-997-4443.
6. If you are purchasing a decal for the first time, please fill out the application and come to Jefferson Hall room 201 after August 11<sup>th</sup>, 2025.
7. If you purchased an annual decal last year, your decal expires 10/02/2025, you may apply any time after August 12<sup>th</sup>, 2025, (it is recommended that you come to purchase your new decal from Jefferson Hall room 201 after September 1<sup>st</sup>. 2025).

### **Application Instructions**

1. Parking is \$275 annually for full-time Faculty and/or Staff, \$165 annually for part-time Staff, and \$165 for Adjuncts for Fall and Spring. Hangtags are available for use with two vehicles for an additional \$25.
2. Please make sure you bring the following in order to purchase your decal:
  - o Valid Driver's License
  - o QC ID Card
  - o Your car registration.
  - o Your payment (All major credit cards accepted, personal check, money order, no-cash.)
3. If you wish to **expedite** your purchase of a parking decal, bring your payment in the form of a **personal check** or **money order**. (NO CASH) will be accepted.
4. **REFUNDS:** Refund/parking policies are listed in the rules and regulations booklet you will receive after you purchase your parking decal and can also be found online at the following website. <https://apps.qc.cuny.edu/ParkingAdministration/Logon.aspx>

### **\*New KEY Policy:**

**Beginning August 1st, 2024,** Replacement keys now cost \$10.00 each.

A policy change regarding replacement keys at the college has changed the cost of obtaining a replacement key from \$5:00 to \$10.00. This policy means that if students' faculty or staff lose their Queens College-issued keys or need a replacement, they must pay \$10.00 to obtain a new one.

It's important to note that Keys not picked up within 30 days will be returned to the Locksmith. In such cases, a re-order fee of \$10.00 will be applied to each key.

### **Students:**

\*Art Studio Keys remains at a \$25.00 deposit. (For each key)

\* School of Music studio keys remain at a \$50.00 deposit. (For each key).

If you have any specific questions about this policy, please contact the Public Safety Department in Jefferson Hall, room 201.