

CONTINUING EDUCATION PLASTIC ID CARD, LOCKER, AND GEORGETOWN CAMPUS PARKING PERMIT REQUEST

Student name: _____

Complete both pages of this form and submit in person to the Georgetown Administrative 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 now purchase a CE Plastic ID card via credit card online, or by submitting a check and the ID card request form to the Office of Student Accounts 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, second, and third 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 first floor 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

As of Fall 2009, Continuing Education students may purchase parking permits by specific day and time and part of term regardless of whether the parking permit is for class or open-studio time. Full semester parking is available for students taking individual classes, while shorter time periods are available for students taking short courses based on the part of the term the short course is schedule for. Students who wish to park anytime during the week while they are enrolled in a course may opt for "All week" parking.

IMPORTANT:

- 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.
- A parking permit request must be submitted for all individual time periods you wish to park, including free parking in the evening. Be sure to add those times to your shopping cart online or indicate them on the paper form in order to secure a parking permit.
- Returning students who need parking only in the evening and are not paying for an ID card or locker (thereby not incurring any fees), should complete their parking permit request on a paper form.
- Paper forms for payments made by check or when fees are not incurred are available in the Georgetown Administrative offices during business hours.

Fees:

Free!	Small locker in student lounge (on a space-available basis only)
\$20	Larger locker (on a space-available basis only)
\$20	New CE student photo ID card
\$20	Replacement fee for lost or stolen ID card
\$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 5 week or 7 week part of term.
\$21	For one morning or afternoon per week (at the same time each week) for one 7 week part of term.
\$15	For one morning or afternoon per week (at the same time each week) for one 5 week part of term

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

Student Signature: _____

Student name: _____

Day phone: _____ E-mail: _____

CE Parking Permit

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

SPRING 2010	Full Semester 1/20-5/12	7 weeks 1/20-3/14	7 weeks 3/14-5/9	5 weeks 1/25-2/28	5 weeks 4/1-5/9	TOTAL
All week, Mon-Sun during business hours	\$150	\$100	\$100	\$100	\$100	
Monday Mornings 8 a.m.–1 p.m.	\$45	\$21	\$21	\$15	\$15	
Monday Afternoons 1–6 p.m.	\$45	\$21	\$21	\$15	\$15	
Monday Evenings 6–11 p.m.	\$0	\$0	\$0	\$0	\$0	
Tuesday Mornings 8 a.m.–1 p.m.	\$45	\$21	\$21	\$15	\$15	
Tuesday Afternoons 1–6 p.m.	\$45	\$21	\$21	\$15	\$15	
Tuesday Evenings 6–11 p.m.	\$0	\$0	\$0	\$0	\$0	
Wednesday Mornings 8 a.m.–1 p.m.	\$45	\$21	\$21	\$15	\$15	
Wednesday Afternoons 1–6 p.m.	\$45	\$21	\$21	\$15	\$15	
Wednesday Evenings 6–11 p.m.	\$0	\$0	\$0	\$0	\$0	
Thursday Mornings 8 a.m.–1 p.m.	\$45	\$21	\$21	\$15	\$15	
Thursday Afternoons 1–6 p.m.	\$45	\$21	\$21	\$15	\$15	
Thursday Evenings 6–11 p.m.	\$0	\$0	\$0	\$0	\$0	
Friday Mornings 8 a.m.–1 p.m.	\$45	\$21	\$21	\$15	\$15	
Friday Afternoons 1–6 p.m.	\$45	\$21	\$21	\$15	\$15	
Saturday Mornings 8:30 a.m.–2 p.m.	\$45	\$21	\$21	\$15	\$15	
Saturday Afternoons 12:30–6 p.m.	\$45	\$21	\$21	\$15	\$15	
Sunday Mornings 8:30 a.m.–2 p.m.	\$45	\$21	\$21	\$15	\$15	
Sunday Afternoons 12:30–6 p.m.	\$45	\$21	\$21	\$15	\$15	

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 currently enrolled in: _____

PAYMENT INFORMATION

- Enclosed is a check/money order payable to the Corcoran College of Art + Design
check # _____
- Attached is a credit card authorization form

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