



Parking FAQs

Who is required to obtain a parking permit?

All on campus (full-time and part-time) students, faculty, and staff of SWBTS and Scarborough College are required to obtain a parking permit.

Who does NOT need an annual parking permit?

Alumni, Guests/visitors, and Online/Module ONLY students.

Who needs a temporary parking permit?

Modular/online only students visiting longer than two business days.

Parking permit holders that are driving a rental/borrowed car for more than two business days.

How do I obtain a temporary parking permit?

Take all the following information with you to the Campus Police Office:

- Vehicle Make, Model, Year and Color
- Vehicle License Plate Number and State
- Driver's License
- SWBTS ID

NOTE: Temporary permits are free of charge for those who have purchased a permit or who qualify to not have to purchase a permit.

How do I obtain a parking permit?

Parking Permit Registration

Those who do not have access to a computer should visit the Campus Police Office.

What is the cost of a parking permit?

All students will pay \$30 for a parking permit with the exceptions of students who are full time employees of SWBTS. (Permits are \$15 in the Spring Semester)

Where do I place the permit on my car?

A parking permit is valid only when it is properly adhered on the lower left corner of the rear windshield. Please be sure to remove your previous permit before placing a new permit on your vehicle. If you do not remove your previous permit, you must place the new permit directly above the older one.

You are responsible for renewing your permit at the time of its expiration, as indicated by month and year on the permit.

How many permits can I purchase?

Single students will only be allowed to purchase one permit.

Married students may purchase two parking permits. NOTE: Married students may purchase a second permit at the cost of \$10, after the first permit has been purchased.

Can I obtain a refund for my parking permit?

Permit purchases are non-refundable



How do I order a replacement permit?

You must come to the Campus Police Office to complete the “SWBTS Parking Permit Form”. Take the form to the Cashier’s Window with your cash or check. Once you have paid at the accounting window, you can bring the form and receipt to Campus Police and we will issue you a replacement parking permit. The cost of the replacement permit is \$10.

What if I don’t have a debit or credit card to pay for the permit online?

You must come to the Campus Police office and complete an affidavit affirming that you do not have a Debit/Credit card. After signing the sworn affidavit, complete the “SWBTS Parking Permit Form” and take the form to the Cashier’s Window with your cash or check. Once you have paid at the accounting window, you can bring the form and your receipt to Campus Police and we will issue you a parking permit. The cost of the permit is \$30.

If I take evening classes, will I need a parking permit?

Yes, all students enrolled in On-Campus classes must have a parking permit.