



INSTRUCTIONS TO OBTAIN AN ALVERNO HEIGHTS ACADEMY STUDENT PARKING PERMIT

1. Fill out an application (below).
2. Bring to the office your completed, signed application, and **originals** of the following current documents:
 - a. auto registration
 - b. insurance certificate
 - c. driver's license
3. Bring the \$25 application fee - cash or check payable to Alverno Heights Academy.
4. Alverno will make copies of your documents and return the originals to you, along with your numbered parking permit tag, to be attached to the rearview mirror of your car.
5. If any of the documents are missing, or application incomplete, no parking permit will be issued.
6. Parking permit tag must be visible from the front window of your car.
7. Any student whose car is on campus without a parking permit will receive a \$25 Campus Parking Ticket every day until they are registered.

Thank you for your cooperation.



ALVERNO HEIGHTS ACADEMY

Be who you imagine

ALVERNO HEIGHTS ACADEMY PARKING PERMIT APPLICATION

Please complete the application and follow the instructions to obtain your parking permit. All student cars parked on campus must have a parking permit. No student cars may be parked on neighboring streets out of respect to our neighbors. Any student whose car is on campus without a parking permit will receive a \$25 Campus Parking Ticket every day until they are registered.

Full Name: _____ Grade: _____

Driver's License #: _____ State: _____

Insurance Company: _____

Policy #: _____ Expiration Date: _____

Car Make: _____ Model: _____

Color: _____ License Plate: _____

Parking Regulations:

- Permit tag must be placed on rear view mirror, facing out.
- All students must park in the Wilson parking lot unless otherwise directed.
- Speed limit on campus is 5 MPH. Disciplinary action will be taken for reckless driving.
- Vehicles on campus should be locked at all times.
- No parking in front of trash cans/bins.
- There are NO assigned parking spaces for students, except for Gala winner.
- Students may not return to the parking lot during the school day without a pass from the main office.
- Alverno is not responsible for lost or stolen property or damage to vehicle while on campus.

Any violation of these regulations may result in a parking fine and/or loss of parking privileges.

I UNDERSTAND AND ACCEPT THESE REGULATIONS AND CONSEQUENCES, BY SIGNING BELOW.

Student Signature

Date

Parent/Guardian Signature

Date