



NOVA SCOTIA HEALTH AUTHORITY **STUDENT PARKING PASS & ID FORM**

FACILITY

- | | | |
|---|--|---|
| ☐ Annapolis Community Health Centre | ☐ Chipman Building | ☐ Digby General Hospital |
| ☐ Eastern Kings Memorial Health Centre | ☐ Fisherman's Hospital | ☐ Queens General Hospital |
| ☐ Soldiers Memorial Hospital | ☐ South Shore Regional Hospital | ☐ Valley Regional Hospital |
| ☐ Western Kings Memorial Health Centre | ☐ Yarmouth Regional Hospital | ☐ Other |

Please note: For placements at VRH and SMH there is a \$10 deposit on parking passes/IDs. Card can be picked up at the Finance Office prior to placement at VRH or SMH; ID and receipt will be issued. When placement is completed return ID card and receipt back to Finance for a full refund.

To be completed by the Department/Unit:

Department/Area: _____

Requested by: _____ Date: _____
(please print)

Manager Approval: _____ Date: _____

To be completed by the student and returned by the agency:

Student Name: _____ Phone: _____

Address: _____

Email address: _____

Institution/Program: _____

Placement Date: _____

Start Date End Date

Are parking privileges required for placement period? Yes ☐ No ☐

I, _____, hereby accept responsibility for the assigned Student Parking Pass and
(Please Print)

understand and agree that I am to return the pass at the end of my placement. **I understand and agree to pay a \$10.00 non-refundable fee should I lose the parking pass, or fail to return it at the end of my placement.**

If the card is lost and a replacement is required it will not be issued/activated until the replacement fee has been received by the Finance Department.

Signature: _____ Date: _____

TO THE DEPARTMENT/AREA:

Please return completed request form to Facility Services in your area for processing. All forms must be signed by the student and approved by the Department Manager.

Managers/Supervisors are responsible for collecting student parking passes once the student has finished their placement. All passes are to be sent back to Facility Services in your area. At VRH and SMH students can return IDs to Finance for a refund.

Office Use Only:

Badge number: _____ Issued by: _____

Date issued/activated: _____ Date returned/deactivated: _____