

IMPORTANT INFORMATION ABOUT PARKING AT WILTSHIRE COLLEGE & UNIVERSITY CENTRE

What is happening?

Registered vehicles for Students and Apprentices who attended Wiltshire College from Sept 2018 – July 2019, will be deleted from the College's ParkingEye database with effect from **31st July 2019**.

How does this affect me?

If you are a returning student and are visiting Wiltshire College after 31st July, you will need to enter your vehicle registration number on the Touch Screen Terminal at Reception on **each and every** visit to the College, until you have re-registered your vehicle in the new College year (starting September 2019).

Registering your vehicle for the 2019/20 College Year:

The ParkingEye system will be turned off between 1st – 6th Sept (inclusive). It will activate on Sat 7th Sept – vehicles **MUST** be registered by that date or be recorded as Visitors on each and every visit to the College.

If you are a Full-time Student: When you attend the College to enrol, you will have an opportunity to register your / your parent's car(s) as part of the enrolment process.

All other students or apprentices: When you are enrolled with the College you will be given a Student Number; you will need this register your vehicle by one of the following routes:

1. Students who have enrolled (either in person, online or by telephone) and have their Student Number may register for a parking permit free of charge through the College online shop (<http://shop.wiltshire.ac.uk>), which is available from 1st August 2019 until 6th September 2019. This will register your vehicle **after** 6th September 2019.
2. Once you have your student login, go into the Common Room on the College SharePoint, click "Register your Vehicle for ParkingEye" and complete the online form. Once your details have been registered you will receive an email confirmation. Until then you must continue to record your vehicle using the Touch-Screen-Terminal at Reception.
3. Email EstatesandServices@wiltshire.ac.uk with your name, Student Number, Campus you attend and the vehicle registration number(s) of your car(s) (maximum of two) making sure the email is headed **PARKINGEYE**. The vehicle WILL NOT be registered until you receive an email acknowledgement from Wiltshire College, confirming registration.

**ALL THE ABOVE CAN BE USED FOR REGISTERING OWN / PARENTS' VEHICLES UP TO A
MAXIMUM OF TWO VEHICLES PER STUDENT.**

Changes to vehicles during the College Year (e.g. new car, additional car, courtesy or hire car):

Permanent changes must be reported, either:

1. Email EstatesandServices@wiltshire.ac.uk with your name, Student Number, Campus you attend and the changes to your vehicle details, making sure the email is headed **PARKINGEYE**
2. Go into the Common Room on the College SharePoint, click "Register your Vehicle for ParkingEye" and complete the online form.

Once your details have been amended you will receive an email confirmation. Until then you must continue to record your vehicle using the Touch-Screen-Terminal at Reception.

Temporary changes should be treated as Visitors - the vehicle registration number should be entered in the Touch Screen Terminal at Reception on **each and every** visit to the College.

Remember: All unregistered vehicles, including Visitors who stay 15 minutes or more, MUST be entered into the Touch Screen Terminal on the Reception desk, on each and every visit to Campus.