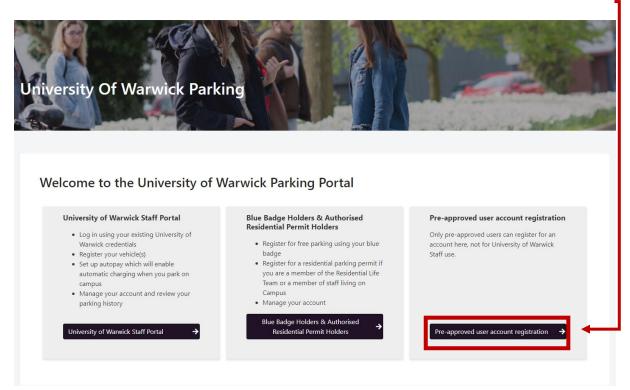
If you have been approved for support with Student Parking, or are a 1<sup>st</sup> or 2<sup>nd</sup> year MBChB student, please follow the instructions below to register for car parking at the discounted rate. Please ensure you have read the instructions in full detail.

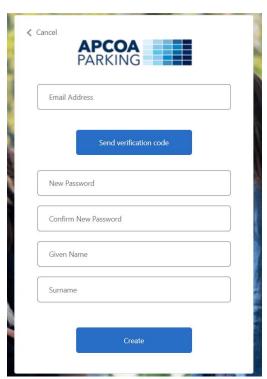
Note if you are not approved or do not meet the criteria and apply for an account, you will not be authorised for the discounted rates.

Step 1: Visit <u>uowparking.apcoa.com</u> and select "Pre-approved user account registration"

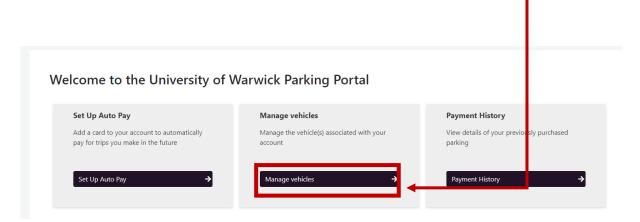


Step 2:

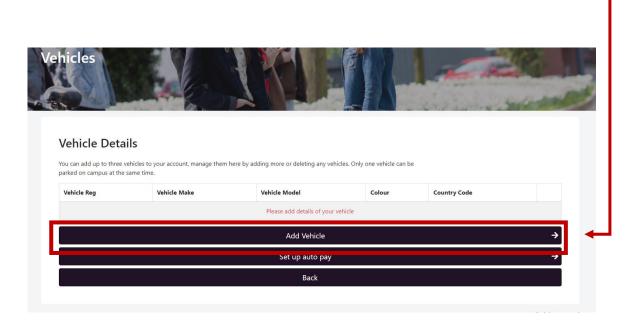
Create an account following the instructions on the webpage. You will be required to verify your email address before you can create an account by confirming the verification code.



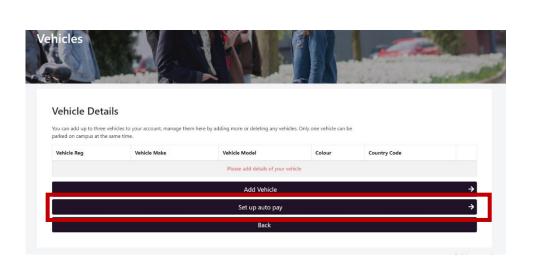
**Step 3:** Once you have signed in, add vehicles to your account using this button. You are limited to registering up to 3 vehicles, with 1 vehicle parking on campus at the same time.

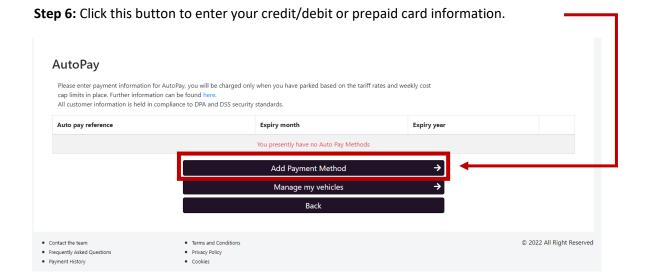


Step 4: Click this button to add vehicles and enter your registration details.



Step 5: Select "Set up auto pay" to begin setting up your automatic payment method.





**Step 7:** Contact <a href="mailto:studentparking@warwick.ac.uk">studentparking@warwick.ac.uk</a> informing them of the email address and name you have used. A member of the team will then apply a code to your account so you are charged the appropriate staff rate tariffs, details of which will either be on the 1<sup>st</sup> & 2<sup>nd</sup> year MBChB page or the email sent to you from Student Parking.

If you do not contact <a href="mailto:studentparking@warwick.ac.uk">studentparking@warwick.ac.uk</a>, you will be charged the standard tariff rates: <a href="https://warwick.ac.uk/services/carparks/pay\_by\_phone">https://warwick.ac.uk/services/carparks/pay\_by\_phone</a>. Also please note if you are not approved or do not meet the criteria and register for an account, you will not be authorised for the discount rates and standard tariff charges will apply.

All discounted tariffs will apply until the end of the academic year (30/09/YYYY), after which will default back to the standard tariffs. If you continue to meet the appropriate eligibility for the following academic year, you will need to seek authorisation by the Student Parking team near to the time of expiry.

Once you have completed this process and you have received confirmation from the student parking team that the code has been applied, you will be charged parking at the discounted tariff rates until the end of the academic year.