

All AUA community members (students, faculty and staff) are required to observe all posted signs and the instructions of security guards. Verbal instructions of security guards supersede all posted signs. Failure to recognize the authority vested in the security guards is an offense.

All vehicles using AUA grounds must be registered with the school. Students register with student services, and faculty and staff with the administrator's office.

AUA will sell parking permits on a first come, first served basis to registered students at US\$100 per semester.

These permits must be permanently affixed to the front windshield of the car and be visible for all the time the vehicle is parked on AUA premises.

A new permit is required for each semester.

Parking permits are issued to faculty and staff by the administration office.

To obtain a permit, all AUA community members must present the following information:

- **A VALID** Antigua and Barbuda drivers license
- Vehicle registration number
- Make, model and colour of the vehicle
- **STUDENTS ONLY** – a receipt from AUA bursar.

Any vehicle, including rentals, parked on any campus without a current, visible permit, will be towed, and/or ticketed or have a windshield annoyance sticker affixed.

If a vehicle is soled or no longer in use, the permit holder must remove the permit and return it to the university. Any violations issued to the vehicle will be the responsibility of the original permit holder.

Enforcement Policy:

Security guards are empowered to enforce the university's rules and regulations

- * Tickets are issued by security when rules and regulations are broken
- * Once a ticket is written, a guard is not permitted to void, erase or destroy the summons. It must be completed
- * Guards are under specific instructions not to speak to anyone while in the process of writing a ticket.
- * Insulting a guard while he is performing his/her duties is unacceptable behavior and may result in further action and charges against the community member
- * Anyone charged with behavior disobedient to authority will be automatically referred to the Grievance and Disciplinary Committee.
- * Any flagrant offence, multiple offense and/or 3 or more violations of the same offense in a semester will result in an automatic referral to the Grievance and Disciplinary committee.

A Judicial Motor Vehicle Panel (**JMVP**) will be established comprised of 3 elected student representatives and one faculty member

+ this panel has the authority to revoke campus parking privileges, use of classrooms, library, study rooms and to recommend further to the Dean of Students for further action.

- + Every student has the right to a hearing before the JMVP
- + a student has the right to appeal the panel's decision in writing to the Dean of students.

Fine Policy

Fines are payable within 10 calendar days of receipt of the ticket. A ticket will be deemed to have been received when it is placed under the windshield wiper of the car or handed to the driver. Failure to pay a fine within this timeframe will result in the fine being doubled

Students must pay fines by the end of the semester in order to have grades released and to be permitted to register for the next semester.

Unpaid faculty or staff fines will be deducted from the current pay cheque.

Monies collected from fines will be donated to a local charity determined by the Deans' council.

Fine Schedule

EC\$50.00

Driving or parking on campus without a current student parking permit permanently affixed to the windshield. Faculty and staff must place stickers on their dashboard so that it is clearly visible when on campus.

Exhibiting rude behavior towards security guards while performing their duties

Reckless driving

Riding a motorcycle on campus without a helmet.

EC\$20.00

Parking in an unauthorized spot

Parking in a handicap designated area while not displaying a handicap permit

Parking in 2 spots

Parking in visitor's or Dean's designated area.

***** FAILURE TO DISPLAY AUA STUDENT ID BADGE WILL PREVENT YOU ENTERING CAMPUS AND TAKING EXAMS.**