

Parking Appeals for Residential Freshman and Sophomores

Students who can demonstrate a compelling need or who would suffer undue hardship due to the restriction on freshman and sophomore cars can petition for a parking exception. Students may need to demonstrate why off-campus private parking would not meet their needs.

Appeals for parking exceptions are reviewed by a parking review panel, comprised of two UCSC staff and one student (none are employed at the Transportation & Parking Services Sales Office).

Parking exceptions must be approved prior to bringing the vehicle to campus. Temporary permits will not be issued during the appeal process. Appeals take approximately three weeks if all necessary documentation accompanies the original appeal form submittal.

Situations for Which Parking Exceptions Are Not Granted

- No other place to park or store your vehicle or a family vehicle.
- Provide child care for siblings.
- You do not feel public transportation is a viable option for travel home on weekends and during quarter breaks.
- Need vehicle to drive other students home on weekends and during quarter breaks.
- Need vehicle to participate in social and sports activities.
- Need vehicle to seek employment.
- Received vehicle as a gift.
- Need vehicle to volunteer for work not a part of your UCSC education.
- Have received parking citations while parking on-campus without a permit.
- You were unaware of freshman and sophomore parking restrictions.
- Thought you would be able to park near campus but couldn't due to neighborhood parking restrictions.

Situations for Which Parking Exceptions May Be Granted

Employment Related Appeals

Based on economic need when a student must rely on income from a job not served by public transportation.

Academic Related Appeals

Student needs vehicle to attend off-campus classes, research or field study, not served by public transportation.

Medical/Dental Appointment Appeals

Student needs vehicle to attend frequent medical or dental appointments not served by public transportation.

Family Emergency Care Appeals

Student has frequent need to travel to care for sick or disabled family member as the primary caregiver.

Required Documentation for Submitting an Appeal

Job Related Appeals

You must submit the following documentation with your original "Appeal for an Exception to Policy for Parking Privileges On-Campus" form:

1. A written explanation from the student stating the reason(s) for the appeal.
2. A letter from the employer printed on company letterhead stipulating where you work, your typical schedule, and a brief description of your job responsibilities.
3. A copy of a recent pay stub.
4. A copy of your UCSC class registration.

You must also complete the on-line Undergraduate Student Parking Permit Application available on the TAPS web site if appeal is approved: <http://www2.ucsc.edu/taps>. Do not print out the application and mail it with your appeal documents.

Academic Related Appeals

You must submit the following documentation with your original "Appeal for an Exception to Policy for Parking Privileges On-Campus" form:

1. A written explanation from the student stating the reason(s) for the appeal.
2. A copy of your class registration and schedule from the academic institution where you attend classes pertinent to your course of study at UCSC.
3. A copy of your UCSC class registration.

You must also complete the on-line Undergraduate Student Parking Permit Application available on the TAPS web site if appeal is approved: <http://www2.ucsc.edu/taps>. Do not print out the application and mail it with your appeal documents.

Family Emergency Care Appeals

You must submit the following documentation with your original "Appeal for an Exception to Policy for Parking Privileges On-Campus" form:

1. A written explanation from the student stating the reason(s) for the appeal.
2. A letter from the sick or disabled family member's physician/practitioner stating the need for the student to travel to assist with care on short notice.
3. A copy of your UCSC class registration.

You must also complete the on-line Undergraduate Student Parking Permit Application available on the TAPS web site if appeal is approved: <http://www2.ucsc.edu/taps>. Do not print out the application and mail it with your appeal documents.

Medical/Dental Care Appeals

You must submit the following documentation with your original "Appeal for an Exception to Policy for Parking Privileges On-Campus" form:

1. A written explanation from the student stating the reason(s) for the appeal.
2. A letter from your physician/practitioner stating your schedule or frequency of appointments and the expected duration of your treatment plan.
3. A copy of your UCSC class registration.

You must also complete the on-line Undergraduate Student Parking Permit Application available on the TAPS web site if appeal is approved: <http://www2.ucsc.edu/taps>. Do not print out the application and mail it with your appeal documents.

Students with mobility impairments and disability related parking needs should not submit an appeal using the above method.

Contact the TAPS Sales Office at 831-459-4543 or email taps@ucsc.edu, or visit the TAPS web site at <http://www2.ucsc.edu/taps> to learn how to obtain a review of medical documentation to purchase a campus parking permit.

Other Appeals

Transportation & Parking Services understands that there may be situations that fall outside the above categories that warrant consideration for a parking exception. Appeals are reviewed on a case-by-case basis. Only cases that demonstrate a serious and justifiable need will be granted an exception to purchase a campus parking permit.

If Your Appeal Is Approved

If your appeal is approved you must submit a copy of your current, valid vehicle registration. Information may be faxed to 831-459-1366. Payment can be made by check or credit card. Checks made payable to UC Regents may be mailed to:

Transportation & Parking Services
UCSC-H Barn
1156 High Street
Santa Cruz, CA 95064

Visa and Mastercard payments can be submitted on-line at the TAPS web site:

<http://www2.ucsc.edu/taps>

Be sure to indicate how you want to be contacted with the outcome of your appeal. Provide your current email address on your appeal form.

To contact the TAPS Sales Office at 831-459-4543 or email taps@ucsc.edu

Freshman

Sophomore

The following are situations for which appeals are not granted:

- ★ No other place to park or store your vehicle or family vehicle.
- ★ To provide childcare for siblings.
- ★ To travel home on weekends, holidays or quarter breaks.
- ★ To transport other students.
- ★ To participate in sports or social activities.
- ★ House sitting for relatives or friends.
- ★ Concern for security of vehicle parked off campus.
- ★ Need vehicle to seek employment.
- ★ Received a vehicle as a gift.
- ★ To perform volunteer or extracurricular activities.
- ★ Received parking citations while parking on campus without a permit.
- ★ You were unaware of restrictions on freshman and sophomore parking.
- ★ You are a third year student without junior status (90+ credits).
- ★ Cannot find parking near campus due to neighborhood restrictions.

Type of appeal:

Check One Please

Check One Please

Check One Please

Check One Please

JOB RELATED APPEAL:

- ☆ Cover Letter
- ☆ Class Schedule
- ☆ Employer Letter
- ☆ Paycheck Stub (if available)

Unpaid work must be related to your field of study and should be applied for under the "Academic Appeal" section.

MEDICAL APPOINTMENT APPEAL:

- ☆ Cover Letter
- ☆ Class Schedule
- ☆ Caregiver Letter

If you require an accommodation due to a disability, please do not use this form. Proceed to our web site at www2.ucsc.edu/taps for instructions on obtaining a permit due to a disability.

FAMILY EMERGENCY APPEAL:

- ☆ Cover Letter
- ☆ Class Schedule
- ☆ Physician Letter

Family Emergencies for immediate family are only considered for parents, siblings and grandparents who are under the care of you or your family.

ACADEMIC APPEAL:

- ☆ Cover Letter
- ☆ UCSC Class Schedule
- ☆ Instructor Letter or
- ☆ Non-UCSC Class Schedule

Scholastic & Equestrian competition must have documentation that validates that this is your chosen field of study.

Please do not submit an application or provide car registration until instructed to do so because your appeal must be approved. All cover letters should be written by the student - letters submitted by parents on behalf of students will not be considered unless the student also signs the letter. Please provide an e-mail address below where you can be reached with the decision of the Appeals Board.