Parking Appeal Process: 2017 Parking Appeals for all commuting students or on-campus residential Juniors/Seniors

Because parking demand has surpassed inventory on the UCSC campus, parking permits are not available at this time. Students must demonstrate a compelling need for campus parking when submitting a formal request for an exception to the parking policy.

If a parking exception is approved, TAPS determines the type of permit to be offered and issues permits for one quarter at a time for most situations. You may need to provide TAPS with updated documents to extend the permit for another quarter.

Situations for which parking exceptions may be granted:

- **Academic Appeals**: Student is enrolled in a field study course or classes at another institution and cannot use public transit or a vehicle parked in a privately operated off-campus parking lot to get to the location.
- **Family Care Provider Appeals**: Student is a primary caregiver for sick or disabled immediate family member and cannot use public transit or a vehicle parked in a privately operated off-campus parking lot for frequent travel to provide care.
- **Healthcare Appointment Appeals**: Student has frequent medical appointments off-campus and cannot use public transit or a vehicle parked in a privately operated off-campus parking lot to travel to and from appointments.
- **Job Related Appeals**: Student is employed off-campus and cannot use public transit or a vehicle parked in a privately operated off-campus parking lot to commute to the work location.
- **Transportation Related Appeals**: Student lives at an off-campus location not adequately served by public transportation.

Situations for which parking appeals are not granted include, but are not limited to, the following:

- You received your vehicle as a gift
- To travel home on weekends, holidays, or quarter breaks
- You have no other place to park or store your vehicle
- You cannot find parking in nearby neighborhoods or private lots
- Riding a bus to a private off-campus vehicle storage lot is too time-consuming
- Your family wants you to have a car on campus
- To transport other students
- You are employed as a UCSC Resident Assistant
- To provide childcare for siblings
- To participate in non-UCSC sports, social, equestrian, or religious activities
- House or pet sitting
- Concern for security of your vehicle parked off campus
- You need a vehicle to seek employment
- To volunteer or participate in extracurricular activities
- Because you have received parking citations for parking illegally in town or on campus
- You brought a car to school because you didn't know about the parking prohibition

How to Submit an Appeal

**Academic Appeal:**
1) Submit the following documents to the TAPS Sales Office:
   - Parking Appeal Form
   - Student's Letter of Request; must include information about the field study or classes at another institution requiring transportation, and why student cannot use public transit or a vehicle parked in a privately-operated off-campus parking lot
   - UCSC class schedule for the quarter the parking exception is needed
   - If taking classes at another institution, the class schedule for the quarter in question
2) If you are on a field study at UCSC, have your instructor send an email **directly to TAPS** confirming the location of the field study, and the days and times you are expected to be there.

**Family Care Provider Appeal:**
1) Submit the following documents to the TAPS Sales Office:
   - Parking Appeal Form
- Student’s Letter of Request; must address why student cannot use public transit or a vehicle parked in a privately-operated off-campus parking lot. Must also include the location of the family member, and how the student is related (e.g., child, sibling)
- UCSC class schedule for the quarter the parking exception is needed

2) Have the family member’s physician send a letter on official letterhead directly to TAPS confirming the necessity of the student to provide care.

Healthcare Appointments Appeal:
1) Submit the following documents to the TAPS Sales Office:
   - Parking Appeal Form
   - Student’s Letter of Request; must address why student cannot use public transit or a vehicle parked in a privately-operated off-campus parking lot
   - UCSC class schedule for the quarter the parking exception is needed
2) Have healthcare provider send a letter on official letterhead directly to TAPS confirming the frequency of appointments; must contain the following information:
   - Business address and phone number
   - Appointment frequency (regular appointment time, if known)
   - Anticipated duration of treatment
   - Whether or not condition could require unscheduled emergency visits
3) Indicate whether or not you are working with the Disability Resource Center (drc.ucsc.edu)

Job-Related Appeal:
1) Submit the following documents to the TAPS Sales Office:
   - Parking Appeal Form
   - Student’s Letter of Request; must address why student cannot use public transit or a vehicle parked in a privately-operated off-campus parking lot to commute to the work location
   - UCSC class schedule for the quarter the parking exception is needed
   - Current pay stub
2) Have employer send a letter on company letterhead directly to TAPS confirming the student’s employment; must contain the following information:
   - Company or business name and work location address
   - Name, phone, and email of person to contact to verify employment
   - Student employee’s job title and hire date
   - Anticipated number of work hours per week
   - Anticipated work schedule, including earliest start time and latest end time

Transportation-Related Appeal:
1) Submit the following documents to the TAPS Sales Office:
   - Parking Appeal Form
   - Student’s Letter of Request; must address why the commuting student cannot use public transit, or why the residential Junior/Senior student cannot use a vehicle parked in a privately-operated off-campus parking lot
   - Verification of home address (e.g., copy of utility bill, lease/rental agreement, etc.) where student resides while attending UCSC

Questions
If you are uncertain if your reason for appealing for a parking exception will be considered, send an email inquiry to cacrowe@ucsc.edu before submitting any appeal documents.

Send all documents to:
TAPS Sales Office, 1156 High Street, Santa Cruz, CA 95064
Attn: Cathy Crowe
Email: cacrowe@ucsc.edu
## UCSC Student Parking Appeal Form: all commuting students or on-campus residential Juniors/Seniors

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<th>Student ID Number</th>
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<th>Campus Residence (if applicable)</th>
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### Reason for Appeal

- **Academic Appeal**  
  For students enrolled in a field study course or academic classes at another institution

- **Family Care Provider Appeal**  
  (not for sibling childcare; submit for care of seriously ill or disabled family only)
  For students who are a primary caregiver for a sick or disabled parent, grandparent or sibling, and must travel frequently to provide care

- **Healthcare Appointments Appeal**  
  For students with regularly scheduled healthcare appointments (not for medical or disability-related parking accommodations)

- **Job-Related Appeal**  
  For students working at off-campus locations not served by public transportation

- **Transportation-Related Appeal**  
  For students residing at off-campus locations not adequately served by public transportation

### Instructions

Read the Parking Appeals Process: 2017 Parking Appeals for all commuting students or on-campus residential Juniors/Seniors document before completing this form. If your reason for requesting a parking exception conforms to the Academic, Family Care Provider, Healthcare Appointment, Job-related, or the Transportation-related appeal guidelines stated on the Parking Appeals Process document, print out and complete the corresponding appeal form. Submit all of the documents listed on the Parking Appeals Process document. Do not submit a parking permit application until your appeal is approved.

### STAFF USE ONLY

- Appeal denied
- Approved: Parking permit type ____________________________