

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

Last Name		First Name		MI
Student ID Number	College Affiliation	Campus Residence (if applicable)	<input type="checkbox"/> Freshman	<input type="checkbox"/> Junior
			<input type="checkbox"/> Sophomore	<input type="checkbox"/> Senior
Telephone () -		E-Mail		
Signature			Date	

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 _____