

# Parking Appeal Process: Freshman or Sophomore On-Campus Residents

Because parking is a limited resource on the UCSC campus, residential students with less than 90 units are prohibited from purchasing campus parking permits during most of the school year. Students must demonstrate both a compelling need for campus parking, and why private off-campus parking will not meet their needs, when submitting a formal request for an exception to the parking prohibition 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:

- **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.
- **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.
- **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.
- **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.

## 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
- You are a third-year student with less than 90 units
- 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

### Job-Related Appeal:

1) Submit the following documents to the TAPS Sales Office:

- Parking Appeal Cover Sheet
- 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

**Academic Appeal:**

1) Submit the following documents to the TAPS Sales Office:

- Parking Appeal Cover Sheet
- Student's Letter of Request; must include information about the field study or classes at another institution requiring
- 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.

**Healthcare Appointments Appeal:**

1) Submit the following documents to the TAPS Sales Office:

- Parking Appeal Cover Sheet
- 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](mailto:drc.ucsc.edu))

**Family Care Provider Appeal:**

1) Submit the following documents to the TAPS Sales Office:

- Parking Appeal Cover Sheet
- 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.

**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](mailto: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](mailto:cacrowe@ucsc.edu)*

# UCSC Student Parking Appeal Form: Freshman or Sophomore On-Campus Residents

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

## Reason for Appeal

- Job-Related Appeal**  
For students working at off-campus locations not served by public transportation
- Academic Appeal**  
For students enrolled in a field study course or academic classes at another institution
- Healthcare Appointments Appeal**  
For students with regularly scheduled healthcare appointments (not for medical or disability-related parking accommodations)
- 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

## Instructions

Read the **Parking Appeals Process: Freshman or Sophomore On-Campus Residents** document before completing this form. If your reason for requesting a parking exception conforms to the Academic, Family Care Provider, Healthcare Appointment, or the Job-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 \_\_\_\_\_