Parking Prohibition Appeals

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**
Scan all documents listed for the type of appeal that applies to you; email the documents to Cathy Crowe (cacrowe@ucsc.edu).

**Job-Related Appeal:**
1) Email the following documents to Cathy Crowe (cacrowe@ucsc.edu):
   - Parking Appeal Form
   - Student’s Letter of Request; must include specific dates that the permit is needed, and 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 email a scanned letter, on company letterhead, to cacrowe@ucsc.edu 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) Email the following documents to Cathy Crowe (cacrowe@ucsc.edu):
   - Parking Appeal Form
   - Student’s Letter of Request; must include specific dates that the permit is needed, 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 to cacrowe@ucsc.edu confirming the location of the field study, and the days and times you are expected to be there.

Healthcare Appointments Appeal:
1) Email the following documents to Cathy Crowe (cacrowe@ucsc.edu):
   - Parking Appeal Form
   - Student’s Letter of Request; must include specific dates that the permit is needed, and 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 email a scanned letter, on official letterhead, to cacrowe@ucsc.edu 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)

Family Care Provider Appeal:
1) Email the following documents to Cathy Crowe (cacrowe@ucsc.edu):
   - Parking Appeal Form
   - Student’s Letter of Request; must include specific dates that the permit is needed, and 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 email a scanned letter, on official letterhead, cacrowe@ucsc.edu 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 before submitting any appeal documents.

Reminder: scan all documents and email to Cathy Crowe, 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

Freshman

Sophomore

Telephone

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. Email all of the documents listed on the Parking Appeals Process document to Cathy Crowe, cacrowe@ucsc.edu. Do not submit a parking permit application until your appeal is approved.

STAFF USE ONLY

☐ Appeal denied

☐ Approved: Parking permit type
