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)

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 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: Freshman or Sophomore On-Campus Residents

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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 __________________________

Appeal denied      Approved: Parking permit type