



## **Subject: Freshman Resident Parking Permit Exception Policy**

**Background:** University policy restricts the issuance of permits for NDNU campus residents to persons other than first year students. Due to the limited availability of parking space on campus for class, school events, and/or community events, resident freshman are not permitted to park a vehicle on campus. The University believes there are sufficient public and other transportation options for first year students that the need to bring a vehicle on campus is minimal. Public and other transportation options information is available on-line as well as in the Student Affairs and Department of Public Safety office areas. Information on the U-Haul Zipcars available for use can be obtained from the Housing Office.

The exception to this policy is the application for a residential parking permit based on the identification and verification of a hardship. ***Applications are on a semester by semester basis and the Parking Exception Committee decision is final.*** Applications received after the submission deadline will only be entertained when extenuating circumstances are present.

**Application for Resident Parking Permit due to Hardship:** The application must be completely filled out with all required information. Please check the appropriate box identifying the specific nature of your hardship. There are three types of hardship; financial, medical, and other.

**Financial Hardship:** Applicants must demonstrate in writing that there is a financial need for outside employment while attending NDNU. This may include a statement regarding the level of financial aid received. The applicant must also demonstrate how the many available public transportation options are insufficient to meet their travel needs. If the applicant is employed, a letter from the employer stating the address of employment, work supervisor, and work schedule (days/times) is required. It is preferred that the letter be on official letterhead and accompanied by a business card (if available). Outside employment while attending NDNU does not constitute an automatic exception but all supporting documentation will be taken in to consideration.

**Medical Hardship:** Applicants must provide the basis for their medical hardship in writing which includes a signed letter from any treating physician(s) or other healthcare providers. The letter must state the applicant's (or family member's) need for ***on-going medical care, treatment, or appointments.*** The information must include the name and address of the medical provider (where care, treatment, appointments take place), the frequency of the care, treatment, and/or appointments, and the expected duration of the care, treatment, and/or appointments. Statements solely from the applicant describing a medical condition and the need for care, treatment, and/or appointments are not acceptable forms of documentation for a medical hardship exception. Please do not submit copies of appointment cards, billing or co-payment receipts as proof of medical hardship. As an alternative to providing separate documentation, an applicant may register with the University's Disabilities Office who in turn will notify the Department of Public Safety of the verified medical condition and/or hardship. However, it remains the applicant's responsibility to demonstrate how the many available public transportation options are insufficient to meet their travel needs.

**Other Hardship:** Applicants may list any other reason they believe the inability to have a vehicle on campus will result in a hardship. Explanations must be factual and include appropriate names, addresses, and contact information of persons central to the establishment of a hardship. Documentation by others explaining the hardship may be submitted to support your application.

**Public and other forms of transportation:** Resident Parking Permit exceptions due to hardship will be approved when an applicant demonstrates a financial, medical, and/or other need and how available NDNU resources cannot meet the need. Applicants must demonstrate how and why available public transportation options are insufficient to meet their transportation needs. Statements such as “Public transportation won’t work for me” or “I’m an athlete and I have to get to practice” do not provide the requisite information. Use the public transportation resources available online and on various locations throughout campus to investigate available route/scheduling options and include this information in your statement. You are also encouraged to consider other transportation options available both on and off campus.

**Application submittal and Parking Exception Committee review:** Applications must be submitted to the Department of Public Safety by the submission deadline. Any additional documentation must accompany the application at the time of submittal. While listing names and contact information of other people to verify your application are helpful for follow up, they are not a substitute for written documentation. The Committee will review all submitted information and make a determination of “approved” or “denied” for the semester requested. *All correspondence from the Committee is done electronically; therefore you must provide a current e-mail address. The committee’s decision is final.*

**Provide false information:** Freshmen who obtain a parking permit by providing false information will have their resident parking permit revoked and may not be eligible for future parking privileges. Upper classmen who attempt to purchase a permit for a freshman will also lose any current parking privileges and may not be eligible for future parking privileges.

#### **Application submission dates and deadlines:**

##### **Fall Term:**

**May 15<sup>th</sup> – Application period opens**

**August 1<sup>st</sup> – Application/documentation due to Department of Public Safety Office by 5:00pm\*\***

**June 1<sup>st</sup> - August 10<sup>th</sup> – Application review and notification of status**

##### **Spring Term:**

**November 1<sup>st</sup> – Application period opens**

**November 30<sup>th</sup> – Application/documentation due to Department of Public Safety Office by 5:00pm**

**December 1<sup>st</sup> 20<sup>th</sup> – Application review and notification of status**

**Please refer to the Parking Policies for specific dates/deadlines for purchasing permits.**

**\*\*Exceptions made for late admits/transfers after August 1st**

**Applications may be submitted by:**

**Email:**            [parking@ndnu.edu](mailto:parking@ndnu.edu)

**In person:**      Department of Public Safety Office, Room 111, St. Mary’s Hall

**US Mail:**        Notre Dame de Namur University  
Department of Public Safety  
1500 Ralston Ave.  
Belmont, CA 94002

**Fax:**              (650) 508-1860



**Request for Resident Parking Permit - Freshman Exception due to Hardship**

**Please Print**

**Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Contact/Vehicle Information:**

**Address:** \_\_\_\_\_

**Vehicle make:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Vehicle model:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Vehicle color:** \_\_\_\_\_

**Zip code:** \_\_\_\_\_

**Vehicle license plate:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Registered owner:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

I am requesting a Resident Parking Permit to allow my vehicle to be parked on campus for the following reason:

- Financial Hardship**       **Medical Hardship**       **Other Hardship**

You must explain why failure to obtain a parking permit will result in the type of hardship indicated and how available public transportation options are insufficient in meeting your transportation needs. Attach additional sheets/documentation as necessary to support your request, this may include; pay stubs, letters from physicians, care providers, employers, coaches, etc. Any confidential information will returned upon request. **Please read page 1 and 2 before completing and submitting this form.**

This request will be reviewed by the Parking Exception Committee which includes representatives from the Department of Public Safety, Business Office, Associated Students of NDNU, and/or other select staff personnel from other offices. The decision of the Committee is final and is not subject to appeal. Therefore, it is imperative that you provide as much information/documentation when submitting your request. The decision of the Committee will sent by email to the applicant. Therefore you must include a current email address.

Request for Resident Parking Permit due to hardship must be made separately for each semester of the academic year. Requests must be received by the Department of Public Safety no later than 5:00pm of the closing dates listed in the instructions.

**I hereby accept the terms and conditions of the process for requesting Resident Parking Permit due to hardship and understand that the decision of the Committee is final.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed by Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved**    **Denied**

**Reason:** \_\_\_\_\_

\_\_\_\_\_