Freshman/Sophomore/Junior Resident Student
Appeal for Parking Permit

Student Name: _____   Splash Card #: _____

Residence Hall: _____   Campus Phone: _____

Home Address: _____   City: _____ State: _____

Home Phone: _____   Cell Phone: _____

Length of Time Required for Permit: From: _____ To: _____

Grounds for Appeal

Information should not be duplicated in any section. Regardless of the reason for appeal, blank applications will not be considered for review. Letters of appeal must be typed and submitted on an attached addition sheet. Please check box next to reason for appealing.

☐   **<u>OFF CAMPUS JOB (during the entire duration of the parking permit year)</u>**

Please provide proof of continuing employment from employer on company letterhead. This letter/document must include your work schedule (days/times worked per week), expected continued employment throughout the academic year or duration of the permit, supervisor's name, supervisor's phone number and signed by authorized administrator.

Appeals will be granted in this category on a very limited basis. **Please understand very few exceptions will be made for work-related reasons.** Students must be able to demonstrate that having a job off campus is necessary to assist them in satisfying their financial obligations to the university. A current payroll stub may also be required.

If employment is terminated, you must return your permit. However, you may reapply for another resident student parking permit if your employment status changes again. If employer changes, student is responsible for providing updated documentation. Failure to do so can result in revocation of permit. On-campus and volunteer jobs will not be given consideration for exception. Employers within the immediate vicinity of campus will not be considered, as they are not outside a sufficient area to warrant the need for a vehicle.

Company Name: _____   Company Location: _____

Company Phone #: _____   Supervisor's Name: _____

Supervisor's Title: _____   Supervisor's Phone #: _____

Supervisor's E-Mail: _____   Total Number of Hours Worked per Week: _____

Work Days & Times: _____

☐ **MEDICAL NEED:**

- If you are requesting a disability accommodation under the ADA, please contact the Goldman Center for Student Accessibility at goldman@tulane.edu or 504-862-8433 to request a parking exemption for disability-related need.
- If you have a short-term or temporary medical need, please contact Case Management and Victim Support Services at srss@tulane.edu or 504-314-2160 to request a parking exemption for short-term support.

☐ **ACADEMIC NEED:**

This category requires a legitimate written justification from a faculty member stating the reason for exception. The letter must include a description of an approved off-campus credit-bearing program and a statement from your professor/supervisor concerning the need.

☐ **OTHER NEED/HARDSHIP (Includes medical need for an immediate family member):**

Explain in detail (on additional sheet) and provide documentation wherever possible.

I certify that the information contained in this application is true and correct. I understand that when requested to provide additional current documentation in support of this information I will have 5 working days to submit all relevant information. I further understand that intentionally providing false information will result in permanent revocation of university parking privileges, a $1,000.00 fine, and disciplinary action.

I understand that the completed application along with attached supporting documentation must be received no less than one business week before the date for which I am requesting to have my permit.

Signature: _____ *Date:* _____

Please Submit for Considertion to:
Parking Services
Lavin-Bernick Center, Room 107
parking@tulane.edu

Let the applicant be advised of the following:

An application being filed does not count as the applicant having temporary privileges to park on-campus. Students parking on-campus without a valid permit -- whether it is expired, falsified, stolen, or not present -- are still responsible for any and all citations issued on that vehicle.

The application process is not immediate. Appeal requests will be sent to the Parking Committee, a sub-committee of the Physical Facilities Committee of the University Senate, to review and make a decision based on the information provided. Once a decision has been made on the appeal application, the applicant will be contacted using the information provided. Parking Services is not responsible, if the supplied information is incorrect, illegible, or insufficient.