First Year Undergraduate Resident Parking Waiver Petition Form

ITEM 1 – PERSONAL INFORMATION

Full Name:	
SU ID:	
Street:	
City, State, Zip	
Resident Hall/ Area:	
Email address:	
Phone Number:	

ITEM 2 – I AM PETITIONING FOR A RESIDENT FIRST-YEAR UNDERGRADUATES PARKING WAIVER: (check one)

- ❑ Off –campus employment (minimum 20 hours)
- ❑ Medical (documented medical condition)
- ❑ Extenuating Family Circumstances
- ❑ University Obligation or Commitment

ITEM 3 – DOCUMENTATION IN SUPPORT OF PETITION: (Please note that the petition should provide the required documents and any additional supporting documentation to positively establish your case. See instructions for required documents on the next page). Be sure to attach or include all necessary documents with this page.

ITEM 4 – SIGNATURE

My signature is verification that I am the person in Item 1 – PERSONAL INFORMATION above, and my supporting statement(s) and documentation are true and accurate.

I understand that the Seattle University Code of Conduct encompasses a wide range of behaviors which have specific importance to this waiver request. Honesty in presenting all the facts necessary for review and proper evaluation is expected.

Your signature verifies your understanding of the SU Code of Conduct and its relevance to this waiver request.

Signature: _____ Date: _____

Parent or Guardian
Signature (If student is under the age of 18): _____ Date: _____

First-Year Undergraduates who obtain a parking permit by providing falsified information, as well as upper division undergraduates who attempt to purchase a permit for a first-year undergraduate(s) will have future parking privileges revoked and may face judicial action.

For Office Use Only

ITEM 5 – DECISION (First-Year Undergraduates Parking Waiver Petition Decision)

Staff Initials Required: _____

❑Petition Approved

Date Petition Received: _____

❑Petition Pending Need Additional Documentation

Student Notified Decision by Phone: _____

❑Petition Denied

Student Notified Decision by Email: _____

Initials: _____

Date of Decision: _____

INTRODUCTION: Resident First-Year Undergraduates Parking Waiver Petition Form

Students who wish to petition for a waiver may do so by completing and submitting a Resident First-Year Undergraduates Waiver Petition Form and other supporting documents. Documents must be submitted to the Department of Transportation and Parking Services (TPS) or may be sent electronically to *ParkingServices@seattleu.edu*. Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by TPS be construed as a commitment to approve the waiver.

Students who can demonstrate a **compelling** need or who would suffer **undue hardship** due to the restriction on residential First-Year Undergraduates' cars can petition for a waiver. Waivers are reviewed by the AVP of Facilities and Campus Services or an appointee and will be kept to an absolute minimum.

Waiver Request Exceptions

Waiver requests must be approved ***prior*** to bringing the vehicle to campus. If approved, the student will be able to purchase a permit for the academic year. To submit a request for a waiver, students must complete waiver petition form.

After the waiver request deadlines, the application process is closed.
Submit waiver requests to the Transportation and Parking Services or to ParkingServices@seattleu.edu.

DOCUMENTS REQUIRED:

1. **Off-campus Employment** - Waivers will be granted in this category on a very limited basis. Waivers should include a signed, notarized letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required. Students must show 20 hours/week of regular, scheduled employment.

2. **Medical reasons** - requires a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need.

3. **Extenuating Family Circumstances** - requires a legitimate written justification stating the reason for exception and all supporting documentation to positively establish your case.

4. **University Obligation or Commitment** – requires a letter from a University sponsor/coach/instructor stating the University obligation. Such obligations include athletic, band, internship, class participation off campus, etc.

Waiver Request Deadlines

Fall Quarter	**September 24th**
Winter Quarter	**January 10th**
Spring Quarter	**April 4th**

It is important to note that no student under consideration for an exception should bring a vehicle to campus until approval to purchase a resident decal has been granted. Please allow one (1) weeks for the approval process.

Rationale: Resident First-Year Undergratuates Parking Waivers
An initiative of the Seattle University's Transportation Management Plan (TMP) is to increase the use of alternative methods of transportation by university community members. It is also a goal that a growing commuter population of students, faculty and staff are provided efficient on-campus parking accommodations. This is a consistent challenge that is continually monitored and managed as on-campus parking at Seattle University is extremely limited.

Definition: A Resident First-Year Undergraduate is a student living on campus who is in their first year of college. Non-traditional first-year undergraduates are 21 years or older. Non-traditional first-year undergraduates do not fall under this policy.

Please direct all inquiries regarding the status of your appeal to: *ParkingServices@seattleu.edu*.