



# First Year Parking Exception Request

## Personal Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Home Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_

## Employment Information

Employer \_\_\_\_\_ Phone # \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip Code \_\_\_\_\_  
Work Schedule \_\_\_\_\_  
Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Doctor's Information

Doctor's Office \_\_\_\_\_  
Doctor's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip Code \_\_\_\_\_  
Appointments \_\_\_\_\_  
Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Other Information

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Please do not forget to attach all supporting documentation**

Freshmen resident students are typically not permitted to park a car on campus. Exceptions to the resident student parking restrictions for freshmen and are extremely limited. Submission of this form is the means by which an exception to this policy may be requested. Approval must be obtained prior to bringing a car to campus. Exceptions are typically only granted to accommodate a medical condition or to support a student who must travel off-campus for a job for financial need. Documentation on letterhead from your Physician or Employer is required to support the request. This documentation may be attached to an email and forwarded to [realei@arcadia.edu](mailto:realei@arcadia.edu), or mailed to Arcadia University Public Safety Dept., Dilworth Hall, 450 S Easton Rd, Glenside, PA 19038.

Freshmen residents are encouraged to utilize Zip Car share program, public transportation as an alternative to bringing a vehicle to campus. SEPTA train station is in walking distance. SEPTA trains travel to 30th Street Station in Philadelphia as well as the Philadelphia International Airport. Arcadia students can therefore leverage a wide array of public transportation resources from campus property. In addition, several local taxi companies also provide service to the campus.

For an **appeal** to be considered, documentation from a physician for medical reasons in order to seek off-campus treatment or from an employer (work schedule) for off-campus work for financial needs must be attached. Medical and/or employment will not necessarily be reasons for an appeal to be granted. No temporary permits will be issued unless permission has been granted in advance. This includes periods before and after holidays and breaks. Please check with the Public Safety Office for appeal information. Students who intentionally submit false documentation in order to obtain a parking permit are referred to the Dean of Students Office for disciplinary action.

Important: **DO NOT** bring a car to campus prior to learning the outcome of the request. Requests take 7-14 days to process, depending upon the time of year.