

SPECIAL PERMISSION PARKING PERMIT APPLICATION

Please read the instructions found on the back of this form and remit the completed form with the required documentation. Incomplete applications or those without proper documentation **WILL NOT** be reviewed.

Name: _____ Date: _____ ESU ID #: _____

Date of Birth: _____ (MM/DD/YR) ESU Email: _____

Home Address: _____
Street City/State Zip

Campus Address: _____ Cell Phone: _____

Credits Completed: _____ Academic Major: _____

Reason: Academic _____ Medical _____ Financial _____ Military _____ Other _____

Semester Request: Spring _____ Fall _____

Please explain in DETAIL why it is necessary for you to have a motor vehicle on campus:

Committee Recommendation: Approved _____ Denied _____

Signature: _____ Date: _____

Comments: _____

Approved for: Spring _____ Fall _____
Year Year

INSTRUCTIONS

Resident students of main campus who have **completed** 60 credits, or are of 21 years of age, or those with veteran status are automatically eligible for a resident parking permit which can be purchased through the MyESU Portal or at the Parking Office.

Main Campus residents under the age of 21 or having less than 60 credits may apply for a Special Permission Parking permit which may be granted for the reasons listed below. However, **it is not guaranteed** even if all or part of the criteria has been met as there are a limited number of spaces.

Special Permission Parking Permits are only valid for one semester and students must reapply each semester.

Students applying for a Special Permission Parking Permit **may not** bring a vehicle to campus until having been approved for and having picked up the permit in the Parking Office.

Students applying for a Special Permission Parking Permit **may not** purchase a parking permit online through the MyESU Portal. Doing so is considered a fraudulent purchase and is therefore non-refundable. If approved for a Special Permission Parking Permit, students will be instructed to pick up an approval card from Residence Life and Housing to be completed and taken to the Parking Office for the issuance of the permit and to complete paperwork authorizing the permit fee to be placed on their student account.

The Special Parking Appeals Committee that meets on a regular basis will review requests on a first-come first-serve basis **when accompanied by the appropriate documentation listed below:**

1. Medical

- A signed and dated physician's statement on his/her letterhead detailing why the student's condition cannot be treated by a local physician or prescription cannot be filled at a local pharmacy.
- The physician's statement must include the frequency and duration of treatment.

2. Financial/Employment

- A signed and dated statement on the employer's letterhead or a notarized note certifying the nature of the position and verifying the student's employment throughout the specific semester for which the student is applying. The University's Financial Aid Office must also verify unmet financial need, a requirement to obtain a Special Permission Parking Permit. If you have not applied for financial aid, this cannot be assessed. Due to the limited number of parking spaces available, employment to **supplement income** for educational purposes **WILL NOT** be considered an extenuating circumstance unless there exists verifiable need as defined by the University's Financial Aid Office.

3. Academically Related

- A statement from the student's professor, department chairperson or academic advisor attesting to the off-campus academic-related activity (e.g., internship, pre-student teaching, observations, classes, etc.) including the total number of hours of that activity during the semester in which the student is applying.

4. Military

- A signed and dated statement on military stationery which must include the student's name and training/reserve schedule.

Abuse of the Special Permission Parking Permit may result in parking fines, booting/towing of the vehicle and the loss of parking privileges. If you have any questions or concerns please contact the Office of Residence Life & Housing at 570-422-3460.

PLEASE RETURN THIS FORM AND THE APPROPRIATE DOCUMENTATION TO:

**ESU Office of Residence Life – Hemlock Suites
200 Prospect Street, East Stroudsburg, PA 18301
or fax to 570-422-3952**