



SPECIAL PERMISSION PARKING PERMIT APPLICATION

Please read the attached instructions and remit this 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 \_\_\_\_\_ OR Fall \_\_\_\_\_

(Special Permission parking permits are approved for one semester at a time. Students MUST reapply and provide updated documentation each semester.)

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

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Committee Recommendation: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved for: Spring \_\_\_\_\_ Year \_\_\_\_\_ Fall \_\_\_\_\_ Year \_\_\_\_\_

## INSTRUCTIONS

On-Campus students 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.

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 and provide updated documentation 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 Resident, Commuter or University Ridge 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 emailed forms 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. Academic-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.**

Special Permission parking will only be granted midweek for the Gwendolyn or Mary Street lots, Upper University Ridge, or the ESU Innovation Center. Students with a Special Permission permit may also park in the C38 Commuter lot from 3:30 pm Friday to 10:00 pm Sunday. **Abuse of the Special Permission Parking Permit may result in parking fines, booting/towing of the vehicle, loss of parking privileges and being reported to the Office of Student Conduct and Community Standards.** Contact the Parking Office at 570-422-3630 or the Office of Residence Life & Housing at 570-422-3460 with any questions.

**PLEASE RETURN THIS COMPLETED FORM ALONG WITH THE APPROPRIATE DOCUMENTATION TO:**

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