



# 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**

First-Year Student residents are typically not permitted to park a car on campus. Exceptions to the resident student parking restrictions for First-Year Students 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 under **three** circumstances: to accommodate a medical condition, athletic team practice travel or employment. For an exception to be considered, documentation on letterhead 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 exception to be granted. This documentation may be attached to an email

and forwarded to [evansr@arcadia.edu](mailto:evansr@arcadia.edu), or mailed to Arcadia University Public Safety Dept., Dilworth Hall, 450 S Easton Rd, Glenside, PA 19038.

First-Year Student residents are encouraged to utilize Uber or Lyft services or 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. No parking 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 exception approval information. Students who intentionally submit false documentation in order to obtain a parking permit are referred to the Office of Community Standards and Conduct for disciplinary actions.

**Important: DO NOT bring a car to campus prior to learning the outcome of the request. Requests take 3-7 days to process, depending upon the time of year.**