



VCU Student Affairs

Resident Freshman Parking Waiver Petition Form

ITEM 1 - PERSONAL INFORMATION

Name:	
V#:	
Residence Hall:	
Street Address (non-university):	
City & State:	
Zip Code:	
Email address:	
Phone (8 a.m. - 4 p.m.):	

ITEM 2 - I AM PETITIONING FOR A RESIDENT FRESHMAN PARKING WAIVER: (check one)

- Off-campus employment (minimum 20 hours)
- Medical
- 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 Virginia Commonwealth University Honor Code encompasses a wide range of behaviors which have specific important to this waiver request.

Your signature verifies your understanding of the Honor Code as stated in the *VCU Student Handbook* and its relevance to the waiver request.

Signature: _____ Date: _____

Parent or Guardian

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

Freshmen who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a freshman will have future parking privileges revoked and may face judicial action.

Office Use Only

ITEM 5 - DECISION (Resident Freshman Parking Waiver Petition)

- Petition Approved
- Petition Pending Need Additional Documentation
- Petition Denied

Initials: _____

Staff Initials Required: _____
 Date Petition Received: _____
 Student Notified Decision by Phone: _____
 Student Notified Decision by Email: _____
 Date of Decision: _____



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INTRODUCTION: Resident Freshman Parking Waiver Petition Form

Students who wish to petition for a waiver may do so by completing and submitting a Resident Freshman Waiver Petition Form and other supporting documents. Documents must be submitted to the Office of Parking and Transportation Services (PTS) or may be sent electronically to the vcudean@vcu.edu email address. Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by OHRL 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 freshman cars can petition for a waiver. Waivers are reviewed and will be kept to an absolute minimum.

Waiver Request Exceptions

- **Off-campus employment (minimum 20 hours)**
- **Medical**
- **Extenuating Family Circumstances**
- **University Obligation or Commitment**

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 the online waiver request form.

After the waiver request deadlines, the application process is closed.

Submit waiver requests through the vcudean@vcu.edu email address:

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

Submission via online

Fall Semester

August 27

Spring Semester
(New University Admit Applicants Only)

January 7

The resident decal allows parking at designated locations. The resident decal is available for resident freshmen who have obtained permission to have a vehicle registered on campus. 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 two (2) weeks for the approval process.

Rationale: Resident Freshmen Parking Waivers

In our efforts to support the continued growth and development of Virginia Commonwealth University and to facilitate the goal of a pedestrian-friendly, residential campus, resident freshmen will be restricted from parking vehicles on campus. A limited number of exceptions to this policy may be granted. Exceptions are granted on a yearly basis with restricted deadlines established during the year.

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

Please direct all inquiries regarding the status of your appeal to: vcudean@vcu.edu.