

Student Name & TU ID # \_\_\_\_\_

Please have your instructor, company supervisor or ROTC Officer complete this form or provide a letter on department or company letterhead containing the required information below.

Student must have the information below completed and submit the forms indicated below.

- Parking Exception Cover Request Form -- attach online through eParking.
- Student's formal letter of request to include days and hours of employment and reason why on campus or local employment to areas accessible by the shuttle are not an option. Attach letter online through eParking.
  - Academic – Please explain why the class or internship must be at an off campus location. In addition, please include the location of the institution or internship, day(s) and times of the class or internship.
  - ROTC – Please provide the location of training classes as well as day(s) and times of training classes. .
- Towson University class schedule for the academic year that the parking exception is needed.

Parking & Transportation Services will notify the student within five (5) business days, if the exception has been granted.

<b>Form must be completed by the instructor or supervisor and be submitted to Parking &amp; Transportation Services.</b>	
Name of organization, academic institution, business (if working an internship or ROTC Unit). _____	Location where classes, internship or training will be done: _____ _____
Instructor or Supervisor's Name: _____	
Instructor or Supervisor's Phone #: _____	
Course or Internship Name: _____ Employee's Hire Date: _____	Start Date: _____ Start Time: _____ am/pm
Course, Internship or Training Schedule ___ Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun	End Date: _____ End Time: _____ am/pm
Additional Pertinent Information: _____ _____	
Instructor/Supervisor's Signature _____ Date: _____	
Printed Name: _____	
<b>OFFICE USE ONLY</b>	
Reviewed by: _____	Decision Date: _____
Date Received: _____ Notification Date: _____ Method: Flex Letter _____ Email _____	___ Approved for Annual Permit ___ Approved for Short Term Permit: From _____ to _____ ___ Denied Reason: _____