

In accordance with Towson University’s parking regulations, residents with less than 30 completed units are restricted from obtaining any type of parking permit to park a vehicle on campus. A limited number of exceptions will be considered for students who demonstrate extenuating circumstances that require access to a vehicle. Exception requests should be submitted at least 10 business days prior to when a vehicle is needed. It is the responsibility of the student to provide any supporting documentation within three business days of request for review.

Vehicles parked on campus without an exception or prior to receiving approval for an exception will be subject to all parking rules and regulations. The university reserves the right to review all documentation and to deny any request which can’t be supported or seems excessive or unnecessary.

<b>Residential Student Information</b> <i>(Please provide current information for contact regarding your request.)</i>		
<b>Name</b> <i>(Please print):</i>	<b>TU ID:</b>	<b>Current Credits Earned:</b>
<b>Campus Address:</b>		
<b>TU Email address:</b>	<b>Primary Phone:</b>	<b>Secondary Phone:</b>

**Instructions:** Please read all information and forms before completing any associated forms. If your reason for a parking exception is one of the items below, then print out and complete the corresponding forms. The “Parking Exception Request Form”, must be submitted on line through your eParking account (Select: Permit Exception Request). Submit all of the documentation listed on the applicable exception documentation form as indicated.

**INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED FOR AN EXCEPTION.**

Please select one basis for your request below:

- **Healthcare Appointments:** For students with regularly scheduled healthcare appointments off-campus (not for state handicapped placard parking accommodations). These **MUST** be approved by the Towson University Health Center. Please allow up to 10 business days for review.
- **Family Care Provider:** For students who are the primary caregiver for sick or disabled parent, grandparent, or sibling, and must travel frequently to provide care. These **MUST** be approved by the Towson University Health Center. Please allow up to 10 business days for review.
- **Job-Related:** For students working at off-campus locations not serviced by public transportation. Please allow up to five business days for review.
- **Academic, Internship or ROTC:** For students enrolled in a course at another institution; participating in an internship, or have a ROTC commitment that is not accessible by university shuttles or other public transportation. Please allow up to five business days for review.

I understand that I am requesting an exception to have a vehicle on campus. If granted an exception, I understand and agree that if my status changes, I must immediately notify Parking & Transportation Services, cancel the permit (applicable refunds will be processed) and remove my vehicle from campus. Failure to follow the established policies and procedure may result in parking sanctions and/or my referral to the Office of Student Conduct.

I hereby give authorization to the physicians, academic staff, and/or employer to verify and provide relevant information associated with this request to Parking & Transportation Services or other Towson University officials.

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

**Personal Record Disclosure:** The purpose of collecting this information is to enable Parking & Transportation Services to effectively consider your exception request in a fair and consistent manner. Refusal to provide information in the format requested will result in your request being denied. Individuals are provided the right to inspect and, if incorrect, amend information during normal business hours. The information provided is not made available for public inspection. Personal information will only be made available to other administrative offices at Towson University for official business or government agencies as would be required by law.