

Hartwick College

Resident First year Student Parking Waiver Request Form

ITEM 1 – PERSONAL INFORMATION

Name: _____ ID# _____

Residence Hall: _____

Home Address: _____

City & State: _____ Zip Code: _____

Email address: _____ Cell Phone: _____

ITEM 2 – I AM REQUESTING A FIRST YEAR STUDENT PARKING WAIVER: (check one)

- Medical
- Extenuating Family Circumstance
- College Academic Obligation or Commitment

ITEM 3 – DOCUMENTATION IN SUPPORT OF REQUEST (Please note that the request 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.

Signature: _____ Date: _____

Parent or Guardian

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

First Year Students who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a first year student will have future parking privileges revoked and may face judicial action.

Office Use Only

ITEM 5 – DECISION (Resident First Year Student Parking Waiver Petition Committee Decision)

Petition Approved

Petition Pending Need Additional Documentation

Petition Denied

Committee Initials: _____

Staff Initials Required:

Date Petition Received: _____

Student Notified Decision by Phone: _____

Student Notified Decision by Email: _____

Date of Decision: _____

INTRODUCTION: Resident First Year Student Parking Waiver Petition Form

Students who wish to petition for a waiver may do so by completing and submitting a Resident First Year Student Waiver Petition Form and other supporting documents. Documents must be submitted to the Campus Safety Office or may be sent electronically to campussafety@hartwick.edu email address. Submitting a request for a waiver does not guarantee approval nor should acceptance of the request by Campus Safety 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 first year student cars can petition for a waiver. Waivers are reviewed by a Student Affairs committee.

Waiver Request Exceptions

- Medical (student) – documented medical condition
- Extenuating Family Circumstances
- College 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 campussafety@hartwick.edu email address:

DOCUMENTS REQUIRED:

1. 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.
2. Extenuating Family Circumstances - requires a legitimate written justification stating the reason for exception and all supporting documentation to positively establish your case.
3. College Obligation or Commitment – requires a letter from a College employee stating the College obligation. Such obligations include athletic, nursing, internship, class participation off campus, etc.

Waiver Request Deadlines

Submission via online

Fall Semester August 1st

Spring Semester (New College Admit Applicants Only) Dec 1st

The resident first year student decal allows parking at designated locations. The resident decal is available for resident first year students 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 Hartwick College 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: campussafety@hartwick.edu

THANK YOU for your cooperation.