WINSTON-SALEM STATE UNIVERSITY

FRESHMAN DISABILITY/HARDSHIP PARKING PERMIT

POLICIES AND PROCEDURES

Please read this application completely and provide all information requested. Incomplete or unsigned applications will not be processed.

Policy Statement: It is the policy of Winston-Salem State University that freshman living in residence halls may not have personal vehicles on campus. However, students may apply for a hardship waiver.

General Process: Any entering freshman living on campus and desiring to bring a personal vehicle on campus must complete a Freshman Disability/Hardship Parking Permit Appeal Form. Forms must be printed, signed, and delivered (DO NOT EMAIL) to the Department of Parking & Transportation by the last Friday of September for the fall semester, by last Friday of February for the Spring semester, and ten business days before the starts of classes for summer sessions. All forms submitted are date-stamped and reviewed by the Freshman Disability/Hardship Parking Appeals Committee. Decisions of the Committee are final and are communicated to the student's university email.

Information to be Provided: The following information must be provided with the parking permit appeal. Incomplete applications will be returned:

- Photocopy of valid driver's license
- Photocopy of current vehicle registration card
- Documentation substantiating hardship
    - Work (MUST BE LOCAL EMPLOYMENT) witin 25 miles of WSSU. Weekend employment does not qualify.
        - ☐ Most recent paystub and work schedule on company letterhead
    - Medical (Letterhead documentation from physician). Dental conditions are not eligible.
        - ☐ Scheduled appointments requiring your vehicle
- Copy of acceptance letter to Winston-Salem State University
    - ☐ Transfer students must verify credit hours in writing with advisor before submitting hardship request.

Retain this sheet for your records and return the attached forms and other required information to Parking & Transportation office located at Anderson Center Modular Unit West.

WINSTON-SALEM STATE UNIVERSITY

FRESHMAN DISABILITY/HARDSHIP PARKING PERMIT

FALL (AUGUST/SEPTEMBER) SPRING (JANUARY/FEBRUARY)

Name: _____ Banner ID: _____

Permanent (Home) Address:

_____

Permanent (Home) Telephone Number: _____

License Plate #: _____ State: _____

Vehicle Registration Number (VIN): _____

Hardship permits are not free permits. If a permit is assigned, the applicant must pay for the permit in full.

Criteria and Documentation Requirements

Please write below your justification for requesting a waiver. Attach additional sheets if necessary. Support your request with relevant written documentation. For example: medical, dental, or school records, court orders; legal documentation of guardianship or power of attorney; statement by a medical professional establishing need for care of an individual for whom the student claims responsibility; statement of employment from your supervisor including a tentative work schedule and average number of hours expected to be worked per week; letter from a program director and/or advisor explaining the academic or scholastic obligated of your program.

PLEASE READ THE FOLLOWING CAREFULLY

Your response to this application and the documentation that you provide are subject to the Student Code of Conduct. Misrepresentation of information on this application will be directed to the Dean of Students.

I have read this application in its entirety and have provided all information that is requested. Furthermore, to the best of my knowledge, all information provided in this application is correct and in accordance with the Student Code. Finally, I understand that the Dean of Students will be informed of misrepresentation of information on this form.

Signature: Date: