



## **First-Year Resident Student Parking Exception Request 2026-2027 Academic Year**

**Parking Policy:** Parking in University owned or leased lots is provided for employees on University business and currently enrolled students. **First-year resident students are not permitted to register a vehicle or park in any Elmhurst University owned or leased parking lots.** Our parking policy is intended to help new students engage in campus activities and the campus community, and the policy is based on research which reflects higher success rates for students who are actively engaged in campus life. **As such, we expect that those first-year students who choose to live on campus will benefit from our policy, and that few exceptions will be approved.**

Written requests for an exception to this policy may be directed to the Department of Public Safety, and must demonstrate a **significant and continuing hardship** caused by the policy, and a regular and continuing need to keep a car on campus. *Supporting documentation must accompany any request for a parking exception.*

### **Exception Criteria:**

To be considered for an exception to the restriction on first-year residents having a car on campus, please identify which of the following categories fit your exception request:

- **Medical:** The student requires a car on campus due to regular and continuing off-campus medical treatment and appointments which are sufficient in number and/or distance from campus as to require that a vehicle be kept on campus. Identify the expected duration of the medical treatment in the explanation section. Please include official documentation from a medical provider to support the request, indicating the frequency and duration of the appointments.
- **Family:** The student requires a car on campus due to regular and continuing support of family obligations, including caring for a parent or sibling, where public transportation is not available and where the need is daily and ongoing. Identify the nature and expected duration of the family obligation in the comments section. Note that some exceptions can be granted for a short period, but may have specific limitations.
- **Employment/Financial Hardship:** The student requires a vehicle on campus due to regular and continuing substantial off-campus employment which is required to satisfy financial need. Financial need will be documented through the Office of Student Financial Services before an exception will be considered under this category. Identify the employer, location and number of hours worked per week, along with the expected duration of the job. A letter from the employer verifying expected work hours and length of employment will be required to be considered for this category of exception. Student should consider employment on-campus employment or near campus. If an exception is granted, periodic verification of employment will be required. Note that exceptions in this category are very rare.

Please complete the exception request form and return it, along with appropriate supporting documentation (i.e. employer letter, medical professional's assessment, etc.) to the Department of Public Safety, Lehmann Hall lower level, for consideration. **Completing the form does not guarantee that the exception to the first-year resident parking restriction will be granted.**

As a general rule, exceptions are not granted based on the distance between campus and the student's home residence.

**First-Year Resident Parking Exception Request 2026-2027 Academic Year**

*Name*

*Student ID Number*

*Residence Hall Name and Room Number*

*Phone Number (Best one to reach you)*

*E-mail Address - Required*

I am a first year resident student requesting permission to keep a car on campus as an exception to the Elmhurst University parking policy. I will need to have a car on campus for the following time period:

Beginning Date:	End Date:
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Exception Category: (Check all that apply)

- Medical
- Family
- Employment/Financial

Explanation: Please provide details of your request below, with as much specific information as possible, attaching relevant employer and medical documentation when applicable.

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*If necessary, please continue on a separate sheet.*

**Note: Exception requests will be considered by August 15, with notification made to the student's Elmhurst University email address by the first day of classes. If approved, the response email will detail how the parking permit can be obtained. All applicable parking fees will apply to any approved request.**

Forms may be submitted to:

Department of Public Safety — LH 004  
Elmhurst University  
190 S. Prospect Avenue  
Elmhurst, IL 60126  
publicsafety@elmhurst.edu

<b>Department of Public Safety</b> <b>Use Only</b> Date received: Response sent:
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