



THE WASHINGTON SEMESTER PROGRAM

American University Parking Policy

I. **PURPOSE:** This policy stipulates the parking requirements for all American University students, faculty and staff. In accordance with Washington, DC regulations and the university's "good neighbor policy," parking is restricted on the residential streets surrounding the main campus, Tenley campus, and the Washington College of Law. All members of the university community- including students, faculty, staff, visitors and guests- are required to park on campus or to use public transportation.

II. **REGULATIONS- STUDENTS:** All students must sign this policy to indicate they have read and understand its terms, regardless of whether they drive to school or are eligible to have a car on campus. Signing the policy is a condition of student registration and signifies acceptance of its terms and conditions during the entire term of a student's relationship with the university. A signed portion of this policy must be submitted by all accepted students prior to their arrival at the university.

A. WASHINGTON SEMESTER STUDENTS

1. Washington Semester students residing at the Tenley Campus are not allowed to have cars while attending the Program. However, special exceptions are considered by the Dean. Please contact the Dean's Assistant, Melissa Johnson, at 202/895-4909 or melissaj@american.edu for more information on the process and requirements. If an exception is granted, students must park in the Nebraska Avenue Lot, which is one-half mile from the Tenley Campus where they will live and attend classes
2. The cost of the parking permit for the Nebraska Avenue lot is \$468/semester during the AY 2009-2010. You must apply online for a **Resident Student** parking permit at <http://www.american.edu/finance/ts> and choose the "Nebraska Avenue Lot" choice for Washington Semester Students. Please contact the Parking & Traffic Office at 202-885-3111 for more specific information.
3. There is absolutely NO STUDENT PARKING allowed on the Tenley Campus, nor are students allowed to park on the university neighborhood streets.

B. COMMUTER STUDENTS

1. All full-time and part-time commuter students who drive to and from the university must register their vehicle with the university and purchase a commuter permit. The permit allows commuter students to park at all times during the week and weekend in the Nebraska parking lot only.
2. If a commuter student acquires a car during the academic year, the car must be registered with the university and a parking permit must be purchased. Permit holders whose status changes from commuter to resident or vice versa during the academic year, must notify the Transportation Services Office promptly (202-885-3068).
3. Commuter students who purchase a District of Columbia Zone 3 parking permit and reciprocity sticker can deduct the purchase price from the cost of the Nebraska permit. Proof of purchase must be presented within 30 days after beginning of the semester. In exchange for the discount, students agree not to use the Zone 3 permit while engaged in activities at main campus, Tenley campus or the Washington College of Law.

C. MAIN CAMPUS RESIDENT STUDENTS

1. All eligible resident students who use a car while at the university must register their vehicle with the university and purchase a permit. The permit allows eligible resident students to park at all times during the week and weekend in one of the following lots: Centennial, McDowell, or Nebraska Hall. Every effort will be made to assign parking based on residence hall assignments, but, there is no guarantee. Freshman and Washington Semester residents are not permitted to have cars on university property or in the neighborhood surrounding the university's main and Tenley campuses, unless an exception is granted. In addition to fines listed below, failure to comply with this regulation is a violation of Section 17 of the Housing Agreement. This regulation also

applies to sophomores, juniors, seniors, and graduate resident students who do not possess a valid AU parking permit.

2. If a resident student acquires a car during the academic year, the car must be registered with the university and a parking permit must be purchased. Permit holders whose status changes from commuter to resident or vice versa during the academic year, must notify the Transportation Services Office promptly (202-885-3068).
3. Resident students who purchase a District of Columbia Zone 3 parking permit and reciprocity sticker can deduct the purchase price from the cost of the resident permit. Proof of purchase must be presented within 30 days after beginning of the semester. In exchange for the discount, students agree not to use the Zone 3 permit while engaged in activities at the university's main, Tenley or the Washington College of Law.

III. REGULATIONS- FACULTY AND STAFF: All faculty and staff who wish to drive to and from the university must register their vehicle with the university and purchase a faculty/staff permit. A Faculty/Staff permit allows personnel to park in any Faculty/Staff lot on main campus and Tenley campus Monday-Friday 8am-5pm. The full-time status of the individual, in cases where they are both a student and a faculty/staff member, determines the applicable parking rate and regulations assessed.

IV. FEES: A copy of the university's current fee schedule for parking permits is available at www.american.edu/finance/ts. The university reserves the right to adjust parking rates from time to time.

V. ENFORCEMENT AND FINES: In addition to fines assessed for general parking violations on university property, any member of the University community who parks in the surrounding neighborhood, or fails to register a vehicle in an effort to circumvent the parking policy, will receive a \$75.00 fine for the first offense. Each repeated violation will result in a fine of \$75.00 per offense. All fines must be paid in full or they will be billed to the individual's student account. Fines must be paid in full to receive final grades, register for the next semester and/or graduate. The Department of Public Safety and Transportation Services Office is responsible for imposing fines, collecting fees, enforcing parking restrictions, making decisions on appeals and issuing permits for the campus and surrounding community.

VI. APPEALS: Appeals for American University parking tickets must be made within 30 calendar days from the date the ticket was issued. The appeal process is outlined on the Transportation Services website at www.american.edu/finance/ts.



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I acknowledge that I have read and understand the terms and conditions of the American University parking policy. I acknowledge that compliance with the policy is a condition of my enrollment as a student and that a violation of the policy may result in administrative and financial penalties. I agree to be bound by the terms and conditions of the parking policy.

Signature of Student

Signature of Parent/Legal Guardian (if under 18 years of age)

Printed Name of Student

Social Security Number of Student

Complete this section only if you have contacted our Program office concerning the “no-car” policy, and the Dean of the Washington Semester Program has granted you a parking exception. Our office will send you a copy of the Washington Semester parking exception letter shortly. You **MUST** also apply for a resident student parking permit online and present this letter to Transportation Services at the time of permit pick-up.

I am registering the following vehicle:

Tag State

Tag Number

Color

Vehicle Yr./Make/Model

IMPORTANT NOTE:
**EVEN IF YOU DO NOT PLAN TO BRING A VEHICLE TO
CAMPUS, YOU MUST SIGN ABOVE STATING THAT YOU
UNDERSTAND THE POLICY AND RETURN THIS FORM.**