

Application

Please print legibly

Date of Application - _____

Student Full Name - _____

Student ID # - _____

Email - _____@lakeforest.edu

Student Contact Phone # - _____

Residence Hall - _____

Vehicle Make / Model - _____ / _____

Vehicle Color / Year - _____ / _____

Vehicle License Plate # / State - _____ / _____

Student Signature - _____

FIRST-YEAR OR SOPHOMORE RESIDENT PARKING PERMIT APPLICATION

Non-Medical

I have read all information contained and believe I meet the criteria to obtain a parking permit.

For Office Use Only	Dates:
<input type="checkbox"/> Received	
<input type="checkbox"/> Student Letter Attached	
<input type="checkbox"/> Contact Letter Attached	
<input type="checkbox"/> Contact Confirmation	

For Office Use Only	Dates:
<input type="checkbox"/> Financial Aid Review	
<input type="checkbox"/> Approved	
<input type="checkbox"/> Denied (Waiting List)	
<input type="checkbox"/> Notified by Email	
<input type="checkbox"/> Notified by Phone	



LAKE FOREST COLLEGE

Why We Do This

Since Lake Forest College is a residential pedestrian campus with a limited number of parking spaces available, is it necessary to restrict parking eligibility not only for philosophical reasons but also for purely practical ones - there simply are not enough spaces to provide parking for everyone who would like to have a car on campus.

First-year and second-year residential students are not permitted to obtain a regular permit (although a limited number of temporary permits are available to them per semester) except in rare and demonstrated cases of extreme need or hardship.

Requests to have a car on campus for the convenience of visiting home, relatives, or friends do not meet the extreme need or hardship requirement. Likewise, having an off-campus job or participating in extra-curricular activities also cannot be considered unless the extreme need or hardship requirement is satisfied.

Since vehicles that do not display a proper permits are subject to being ticketed, you are strongly encouraged to obtain permission to park prior to bringing your car to campus.

Application Process

First-year or Sophomore resident students applying for a parking permit eligibility waiver due to an extreme need or hardship must complete this application form and,

- 1) Submit a letter that fully explains your need to have a car on campus, and attest that there are no reasonable alternative transportation options.
- 2) Obtain and submit a letter from your off-campus contact (e.g. employer) certifying your schedule or obligations and date of expiration. Letters from employers must be written on the company's official letterhead and include a contact telephone number.
- 3) Mail this application and letters to

Lake Forest College
Department of Public Safety
555 N. Sheridan Road
Lake Forest, Illinois 60045

Re: Parking Permit Application

Eligibility Review Process

Once all required documents have been received by Public Safety, a "need-based financial aid" review (grants, loans, work-study) is provided by the Office of Financial

Aid who advise if the applicant has a high, moderate, low, or no need.

Applicants with a demonstrated high or moderate need are typically granted permission to purchase a permit while those with a demonstrated low or no need are placed on a waiting list which is prioritized by level of need, followed by the date of receipt.

The eligibility review process can take approximately 7-10 days.

Students Whose Applications are Approved

If your application is approved, you will be notified via your College email account. The message will include information about your purchase options, and the steps you need to follow, to obtain your permit.

Students Whose Applications are Denied

If your application is denied, your name will be placed on a prioritized waiting list which will be revisited following a utilization review of the number of permits issued to eligible junior, senior, and all commuter students. If sufficient space is available following our assessment, you will be notified by email that your request can be accommodated. The message will include information about your purchase options, and the steps you need to follow, to obtain your permit.