

# Student Annual Permit Policy

## Definition & Purpose

The University of Wisconsin has very limited parking space available to students. This policy defines the parking permit application process for currently registered UW-Madison students with a valid UW Wiscard ID who commute to/from the UW campus. Students are encouraged to use alternate modes of transportation to campus. All faculty, staff and students are required to pay for parking on campus.

## Policy

- Student annual base lot permits may be assigned to UW students with a valid UW Wiscard and NetID. Student annual permits will be assigned based on space availability and priority.
- Students who are approved to purchase an annual base lot permit must adhere to the Annual Base Lot Permit Policy.
- UW Transportation Services prioritizes student parking according to the following criteria:
  1. Commuting students from outside Madison (beyond one (1) mile of the city transit system).
  2. Working students, using their vehicle at least 3 times/week for employment off campus. A signed letter or email from the employer, listing scheduled work hours is required.
  3. Students with special needs or residing outside of the city transit system.
- The permit must be hung from the vehicle's rearview mirror or displayed in a plastic pouch on the inside lower left-hand corner of the windshield. Remove all items from the mirror or window that block view of the permit. The full permit must be visible when the vehicle is parked on campus.

## Restrictions

- Student annual base lot permits may not be transferred or sold.
- Permits are not valid in restricted areas, such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls, disabled stall access aisles, loading zones, construction areas, sidewalks, driveways and grass areas. Unless otherwise noted, those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.
- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the lot entrance on a first come basis. Lots restricted for an event will be posted at the lot entrance and/or at [transportation.wisc.edu](https://transportation.wisc.edu).
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures, whenever possible. Permit holders may be relocated at any time.
- If your assigned lot is full, park in a permit stall in the next closest non-gated lot. You must immediately report to UW Transportation Services which lot is full, your vehicle information, and the reason for relocating.
- Vehicles may not be stored (parked without moving) for more than 72 hours without permission from Transportation Services. Stored vehicles are subject to citation or tow at the owner's expense.
- You must pay all citations and other unpaid fees due to Transportation Services before applying for or accepting a permit assignment.

- Report lost/stolen permits to Transportation Services immediately. Customers may be assessed a fee for replacing lost or stolen permits.
- Vehicles using altered or counterfeit permits are subject to ticket and tow.
- Failure to follow UW Transportation Services policies may result in revoked parking privileges.
- Refer to the annual base lot permit policy for a full list of restrictions applicable to student permits.

### Related References

- Accessible Parking Policy
- Alternative Transportation Options
- Annual Base Lot Permit Policy
- Moped Permit Policy
- Motorcycle Parking Policy
- Payment/Refund/Cancellation Policy
- Permit rates available on Transportation Services website

### Policy Information:

Policy Number	TS-21
Date Approved	4/2001
Revision Dates	<p><b>3/2002</b> – UW Madison Campus ID</p> <p><b>3/2005</b> – Clarify Student Employment off campus</p> <p><b>3/2007</b> – Require payment of all fees &amp; citations prior to applying for or accepting parking.</p> <p><b>3/2018</b> – Updated restrictions</p>