
UNIVERSITY POLICY

Parking Services Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

West Chester University ("WCU" or "University") seeks to provide a safe and secure learning environment for students, faculty, and staff of the University community. WCU has the authority to establish requirements and expectations for persons on University property.

Policy Statement

WCU students, faculty, and staff may use WCU parking lots and garages in accordance the rules, provisions and guidelines set forth in this policy.

Additional provisions for special circumstances may be granted to visitors guests wishing to park in and on university property, on a case by case basis under the appropriate university authority.

Procedures for students, faculty, and staff

- Parking permits are sold online via credit card only. There are no in person sales.
- Parking permits will be REQUIRED in all university parking lots during each semester.
- Parking permits are \$30.00. There are no refunds for parking permits. All Sales are Final.

Parking Permit Registration for students, faculty, and staff

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- Online Registration is available upon announcement through campus communication, i.e. social media and email.
 - All parking permits must be purchased online with a credit card unless you do not have WCU credentials to log-in online (USH or Aramark Employees).

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- Valid vehicle registration and photo ID will be a required attachment when registering

Office hours are Monday through Friday, 8:00am - 2:00pm. 690 South Church Street, West Chester, PA 19383

Please call or check website for any closures (hyperlink the word website)

Parking Ticket Holds and Appeals for students, faculty, and staff

All outstanding parking tickets and holds must be cleared prior to purchasing an annual permit.

Holds on an account can be viewed in MyWCU.

Parking tickets may be paid in the following:

Online

Please note, you will notice a "new look" when you pay parking tickets online as Parking Services has implemented a new parking system

Mail

Bursar Office - 25 University Ave. West Chester, PA 19383

Appeals

To appeal a parking violation, please follow the procedure below:

Appeal in writing at the Public Safety Parking Services office within 10 calendar days from the date the violation was issued. All appeals must be submitted on the official appeal form. Appeal forms are available at the Public Safety Parking Services office and online.

The following reasons are not considered sufficient grounds for an appeal:

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- Forgetfulness
 - Short parking duration
 - Failure to display permit
 - Inability to see sign

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- Unavailability of parking spaces
 - Insufficient funding to pay ticket
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Parking Procedures for Visitors and Guest

All guests will need to pay to park on campus at the New Street, Sharpless Street or Student Recreation Center garage.

WCU Employees:

If you are hosting guests on campus, please use the [Temporary Parking Pass Request Form](#)

Reviewed by: Parking Manager

Policy Owner: Parking Manager

Approved by: Chief of Police

Effective Date: 2019

Next Review Date: Currently Under Review

History

Initial Approval: 2019