Student Parking Regulations

Please read thoroughly and direct all questions to the Parking Office. Failure to abide by these regulations will result in citation fines or towing, regardless of whether you have purchased a permit. For the most up-to-date changes in regulations, please visit our Web site at www.campusservices.harvard.edu/parking.

Vehicle registration is a requirement of all students who bring a car to campus, regardless of whether or not they desire on-campus parking. Purchasing a Harvard University parking permit fulfills this requirement. Otherwise, all registrations should be made at the Parking Office, at which time a security sticker will be issued to display on your vehicle. Please note that obtaining a security sticker is not authorization to legally park on University property. All vehicles parked on Harvard University property require a valid parking permit. Additionally, undergraduate students who wish to maintain out-of-state license plates should apply for non-resident status with the Registry of Motor Vehicles.

Student permits are assigned on a space-available basis. Due to operational considerations, parking location is subject to change. Students renewing for parking are not guaranteed to be issued the same parking locations as they may have had in previous years. When applying for a permit, Students should be prepared to prove residence, provide vehicle registration in the name of either the Student or the Student’s parent or guardian, and present a valid Harvard ID and driver’s license. These documents must be presented every time a Student applies or renew for a parking permit, regardless of whether they have been presented in the past. Students who mail an application to Parking Services are simply added to or updated in Parking Services’ informational database; doing this does not reserve parking, nor will a parking permit be issued until the Student shows the required documents listed above, in person at the Parking Office. It is the Student’s responsibility to follow up on any mailed parking application, by contacting the Parking Office.

Parking permits for Students are valid seven days a week from July 1 through June 30 (unless otherwise noted). Time restrictions on all permits are non-negotiable and enforced precisely. Permits are designated as follows:

- **Tenant** – Non-assigned parking in a designated garage or surface lot valid for 24 hours per day for those who live in Harvard-affiliated housing.
- **Commuter** – Non-assigned parking in a designated area from 7a.m. to 3a.m.
- **Evening Commuter** – Non-assigned parking in a designated area from 5p.m. to 3a.m., Monday through Friday, and all day on weekends. Permit is valid from July 1 through June 30.
- **Summer** – Non-assigned parking in a designated garage. Summer parking is available on a Tenant or Commuter basis, and is valid from July 1 through August 31.

**Disability Parking:** University Disability Services (UDS) and Parking Services jointly manage all parking policy and parking requests based on disability. Students with specific needs should contact the Local Disability Coordinator at their school (http://www.accessibility.harvard.edu/who_to_contact/school_disability_coord.php). Students who need contact information for the Local Disability Coordinator for their school may be in touch with the University Disability Services at 617-495-1859 (voice) or by e-mail (disabilityservices@harvard.edu). University Disability Services will request any medical documentation or other verification of disability or injury that may be necessary prior to the authorization of parking or shuttle services. Students who require accessible parking as a reasonable accommodation will not be required to pay more than the yearly student rate for comparable parking types (taking into account hours of access and the nature of the parking facility), regardless of whether such students are assigned to a lot or garage generally reserved for faculty or staff.

Parking Cancellations: To effect cancellation, hang tags, access card(s), transponder(s) and clicker(s) must be returned to Parking Services during regular business hours. The credit amount will be based upon the date the permit is received in the Parking Office. If the permit is mailed it is strongly recommended that it be sent by Certified Mail. Parking Services is not responsible for hang tags lost in the mail. The permit holder is the sole person responsible for the permit unless it has been physically returned to the Parking Office, and will be charged for the permit the entire time it is in the permit holder’s possession.

**No exceptions will be made to this regulation**

**Service Fees:** Lost Hang Tags And Access Devices: There is a $50.00 service charge for lost hang tags. Replacement or additional transponders or clickers are also subject to service fees. Please note parking hang tags, access cards, transponders and clicker are non-transferable.

Citations, Late Fees, and Appeals: All vehicles not displaying a valid Harvard University parking permit are subject to ticketing and/or towing without notice and at the owner’s risk and expense. Parking violations may be paid by check or money order (payable to Harvard University). Payment must be made within 21 days of violation in order to avoid a $10.00 late fee. Failure to pay parking violation notices may result in revocation of parking privileges. Additionally, for the following year, permits may not be issued to those individuals whose accounts have a citation balance. Anyone wishing to appeal a citation or tow must do so in writing within 21 days of violation. Specific appeal instructions appear on the back of the citation.

**The Motorist Assistance Program (M.A.P):** This service is available free-of-charge to all Faculty, Staff, Students and visitors parked on Harvard University property who need help changing a tire, charging a dead battery or retrieving keys that have been locked inside a vehicle. M.A.P. service is available 24 hours, 7 days a week (including University holidays), by calling 617-496-HELP (4357).