



Freshman Automobile Waiver Request

Southern University and A&M College seeks to create a more pedestrian-friendly, residential campus. This includes reducing the number of cars on campus and strengthening the variety and number of social activities available to students. Southern University and A&M College requires on-campus residents to obtain 24 college credit hours before they can register an automobile on campus. The University, rarely, will consider waivers for extenuating circumstances which include employment and medical reasons. Please review full information on the Freshman Automobile Restriction at www.subr.edu/dos, under "Policies and Information".

Students seeking a waiver must submit the following information in addition to this form:

- A copy of the student's **driver's license**, **vehicle registration**, and **proof of insurance**.
- A **typed statement** as to why a waiver is being requested.
- Certifying documents:
 - Employment (official letter from a manager to verify employment is current and a recent check stub from the past month)
 - Medical (official notice from a certified physician that has been certified by the Southern University Student Health Center)
- A letter from a parent will NOT suffice as official documentation.

If a waiver is approved, a cumulative 2.0 GPA must be maintained to retain parking privileges as a freshman. Students bringing unregistered automobiles on campus prior to proper approvals will be responsible for any citations/towing/boots that they may receive. Upon submission of an automobile waiver form, students will receive a response within 7 business days via their **official SUBR email account ONLY**. Check email regularly for updates.

First time students (Summer semester): Begin submitting at 365 Jaguar Orientation Session 1

First time students (Fall semester): Begin submitting during Fall Welcome Week

First time students (Spring semester): Begin submitting at Spring Orientation

Return waiver information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union or via email to autowaivers@subr.edu.

STUDENT INFORMATION

Student Name: _____ Date: _____

S-Number: _____ Phone Number: _____ Age: _____

SUBR Email Address: _____

Campus Address: _____

Color and Make/Model of Vehicle: _____

Person Vehicle Registered To: _____ Relationship: _____

Reason (check one): ☐ Employment ☐ Medical ☐ Disabled Parents ☐ Family Emergency ☐ Other: _____

For Office Use Only

Approved: _____ Denied: _____

Comments: _____