**Parking on campus – guidelines for students**

The university has a limited number of parking permits available for students with physical and mobility difficulties, where on campus parking may be seen to support and facilitate academic success. These permits are prioritised for:

* Blue badge holders – students who are registered as disabled and have a current blue badge authorised by their local authority.
* Students with temporary physical impairments due to accident or injury, who can provide medical evidence.
* Students who are pregnant and are able to provide medical evidence indicating the need for parking and clearly stating the duration required.

If you feel that your current situation falls under one of these categories, you will need to make an appointment with our Disability Adviser (please email disabilities@roehampton.ac.uk) to discuss. Please be sure to bring any required evidence with you to your appointment.

**Please note: All parking permits must first be authorised by Disability Services.**

If you have a disability that does not entitle you to a blue badge (such as a diagnosed mental health need), authorisation of your application will be at the discretion of the Disability Adviser. You will be asked to provide medical or specialist evidence stating that you are unable to use public transport due to your disability, outlining reasons why. You will be advised to explore DSA funded travel options first, such as use of a taxi, as part of your needs assessment. For advice and assistance with this, please contact the Disability Adviser to make an appointment.

Students currently living on campus will not be prioritised for parking but are advised to make contact with Security to discuss options for getting around campus if this is difficult. The university operates a ‘Dial-a-Ride’ service for students:

<http://www.roehampton.ac.uk/Campus/Security-Service/Parking-and-Transport/Parking-on-Campus/>

<http://www.roehampton.ac.uk/Campus/Security-Service/Parking-and-Transport/University-Shuttle-Bus/>

If on campus parking is agreed for you, please refer to the terms and conditions on the back of your permit for information regarding where you can park.

If you require parking for less than one month, you will be issued with a temporary permit.

Due to the limited number of parking spaces on campus, we will not be able to authorise all applications and we must prioritise those with physical and mobility difficulties. If you disagree with the decision made, you may contact Kirsteen Coupar (Assistant Director, Student Experience) to appeal – kirsteen.coupar@roehampton.ac.uk.