

Student Parking Permit Award Policy

Last Updated: 10/03/2025

Board Agenda ID: BD 57-25

Scope: This policy applies to all currently enrolled students at Cal State University, San Bernardino (San Bernardino and Palm Desert Campuses) who wish to apply for the ASI Student Parking Pass Award.

Purpose: The purpose of this policy is to establish the criteria, application, and selection process for the ASI Student Parking Permit Award. This award aims to reduce financial barriers associated with commuting to campus by providing students with a general semester parking pass. The award supports students who demonstrate financial need and are actively engaged in their academic and co-curricular development at California State University, San Bernardino.

1. Background

- a. Parking costs at CSUSB can create additional financial stress for students, particularly those who commute or maintain employment while pursuing their degree. ASI recognizes this burden and is committed to supporting student success by providing several parking permit awards to alleviate transportation costs. This award is designed to serve students who may not qualify for other forms of aid but still experience financial hardship related to campus access.

2. Application Process

a. *Application Availability*

- i. The ASI Student Parking Permit Award application will be available online at the beginning of each semester. The application will include:
 1. Personal and academic information
 2. Short-answer questions regarding need and campus engagement

b. *Eligibility Requirements*

- i. Must be a currently enrolled student at CSUSB (San Bernardino or Palm Desert campus).
- ii. Must have paid ASI fees for the semester in which they are applying to receive the award.
- iii. Must be in good academic standing (minimum cumulative GPA of 2.0 for undergraduates, 3.0 for graduate students).
- iv. Must not have any pending disciplinary action with the Office of Student Conduct and Ethical Development.
- v. Must be eligible to receive aid through the Office of Financial Aid & Scholarships.
- vi. ASI student members are not eligible for this award. Refer to the ASI Conflict of Interest Policy for more information.
- vii. To ensure fairness and broad accessibility, students are allowed to receive this award *only once every other academic year*.

c. Application Deadline

- i. All applications must be submitted by the posted deadline each semester. The deadline will be posted on the ASI webpage.
- ii. Late applications will not be considered.

3. Selection Criteria

- a. Recipients will be selected at random through a lottery system to ensure fairness and equal opportunity among all eligible applicants. The ASI Vice President of Finance and/or the ASI Executive Director will determine if an additional vetting process will be needed based on the applications submitted.

4. Award Process

a. Number of Awards

- i. The number of parking pass awards awarded each semester will depend on available funding as determined by the ASI Executive Director in consultation with the ASI Board of Directors.
 1. Palm Desert Campus
 - a. Parking pass awards will be distributed proportionally, with the percentage of awards awarded to each campus matching the percentage of total enrollment of each campus for that semester. **Example:** If 20% of the total CSUSB student enrollment for a given semester is from the Palm Desert Campus and 80% is from the San Bernardino Campus, and ASI is awarding 50 parking permits that semester, then approximately 10 permits would be allocated to Palm Desert students and 40 permits to San Bernardino students.

b. Notification and Acceptance

- i. Selected recipients will be notified via their CSUSB email within two weeks of the application deadline.
- ii. Recipients must confirm acceptance of the award within 5 business days of notification.

c. Distribution

- i. Once accepted, ASI will coordinate directly with Parking Services, Financial Aid and Student Financial Services to arrange for the distribution of the parking pass.
- ii. Recipients may choose between a San Bernardino or Palm Desert Campus semester permit.

d. Usage and Restrictions

- i. The parking pass may only be used by the awarded student and is non-transferable.
- ii. Misuse of the parking pass may result in revocation and/or disciplinary action.
- iii. This award will not be applied toward any past-due parking fees or outstanding parking tickets held with the university.
- iv. Recipients are required to complete vehicle registration with Parking Services within the specified timeframe to activate their awarded permit. Failure to do so may result in

parking citations for which the student will be responsible. For more information on parking guidelines, please refer to the CSUSB Parking Policy [here](#)

5. Reporting and Oversight

- a. The ASI Vice President of Finance or appointee will maintain records of awards and submit an annual report to the ASI Board of Directors summarizing:
 - i. Total applications received.
 - ii. Number of awards awarded.
 - iii. Basic student demographics.
 - iv. Feedback or recommendations for program improvement.