



45 West Street
Lenox, MA 01240-2420
413-637-2670

Permission to Drive Student

Student Information:

Name:	Cell Phone:
West Street Campus Address (Dorm and Room number):	
Name of Driver:	
Relation to Student:	
Reason:	

Parent/Guardian Information:

Name:	
Address	
Primary Phone:	Secondary Phone:
E-mail:	
Parent/Guardian Signature:	Date:

Faculty/Staff Use:

WSC Approval:	Date:
Permission Confirmed: () yes () no	

Permission to Drive Student Form Instructions

In order for a student to request permission to leave campus with a driver other than their parent/guardian you must:

- Complete the attached Permission to Drive Student Form and submit it to the Office Managers in the Office of Student Life on the first floor of Groton Place;
- Have your parent/guardian submit this form with their signature by mail, fax or email to:

Austin Comerford, Pablo Hernandez, and Rodney McGhee
Office Managers
Boston University Tanglewood Institute
45 West Street
Lenox, Massachusetts 01240-2420
Fax: 413-637-2792
tislo@bu.edu

This form will serve as permission for the student to ride with the named driver at any point during the summer. Judicial action will result for the student from any unauthorized overnight or otherwise undocumented absence from campus. Permission will not be granted without signatures and confirmation of parental approval.

Once all the required information is received by the Office of Student Life, both parents and student will receive notification of approval by email. Boston University Tanglewood Institute is not responsible for facilitating any departure or return.

REMEMBER:

**CHECK OUT WITH THE FRONT DESK BEFORE YOU LEAVE.
CHECK IN WITH THE FRONT DESK WHEN YOU RETURN.**