

## **GUIDELINES FOR FILING A PARKING CITATION APPEAL**

- Any individual wishing to contest a parking citation must file a written appeal with the University police Department within 14 calendar days of issuance of citation. The cost to file an appeal is a fee of \$10.00 per citation, **which will be refunded if the Appeals Committee of the Chief of Police grants an appeal.** No additional penalties are imposed while the appeal is pending.
- The Appeals Committee meets 2 times per school year and it may take up to six months to receive a decision. Appeals will be decided based on information provided on the attached form. Oral appeals at committee meetings are not permitted. Decisions of the committee are final.
- Parking citation appeals should address only the parking related circumstances and conditions which were in existence when and where you parked and/or when the citation was issued.
- You must provide a valid email address. If the appeal is granted you will be sent an email. You will then have thirty (30) days after notification to pick up your refund. If not picked up within thirty (30) days the \$10 appeal fee will be forfeited.
- In the event the appeal is denied, the fine must be paid within 14 days of the notice of the disposition or the additional penalty will be imposed. The \$10 appeal fee will be forfeited if the appeal is denied.

## **PARKING CITATIONS MAY NOT BE APPEALED FOR THE FOLLOWING REASONS:**

- Lack of legal parking space
- Parking only for a short period of time
- Lack of convenient parking space
- Failure to display a handicapped parking permit
- Time constraints- it took longer than you anticipated
- Lost tickets
- Lack of funds
- Not seeing/reading signs
- Time constrains- you were late
- Parking information was obtained from someone other than a police department employee.

## **THE PARKING CITATION APPEAL PROCESS IS NOT A FORUM FOR SUBMITTING PARKING COMPLAINTS.**



Lined area for writing the appeal statement.

I hereby certify that the above is a true and accurate statement of my appeal and that I understand the appeal guidelines as presented on this form.

\_\_\_\_\_  
 Appellant Signature Date

**FOR UNIVERSITY POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

<b>PAYMENT TYPE/DATE</b>	<b>ADDITIONAL NOTES</b>

**FOR CHIEF/DIRECTOR AND APPEALS COMMITTEE USE ONLY**

<b>CHIEF/DIRECTOR</b>	<b>APPEALS COMMITTEE</b>
<b>Void</b>	<b>Granted</b>
<b>To Appeals</b>	<b>Denied</b>
<b>Date</b>	<b>Date</b>