

## **Parking Ticket Appeal Form**

To help assure fairness in the enforcement of the parking rules and regulations, a **two-tiered** appeals process was created to consider appeals of parking violation notices.

**Level One:** You may first ask to speak with a Parking Services Officer about the ticket. The Officer may recommend to the Parking Services Supervisor cancellation of the fee, in part or whole, or refer the individual to Level Two of the appeals process.

**Level Two:** Any person who is not satisfied with the decision of the Parking Services Officer may have the citation reviewed by the Ticket Appeals Committee. The TAC consists of student, faculty and staff representatives who are not associated with the Parking Services Office. The Committee's charge is to determine if:

- 1) The enforcement action was in accordance with the University's Parking Rules and Regulations, or:
- 2) An extreme or extenuating circumstance might warrant dismissal of the ticket or a reduction in the fee.

To file a **Level Two appeal** you must:

- **Complete the appeal form on page 2.**
- **Pay the violation fees.**
- **Attach a copy of the paid receipt and the ticket(s).**
- **File the appeal within 10 working days of the date of the ticket(s).**

Payment of the fine is not an admission of guilt. For ticket appeals, the Committee's decision is based solely on the written information and documentation provided.

Verdicts are posted monthly in the Parking Services Lobby. Verdicts are NOT mailed and you must call or stop by the office to determine the outcome. **The Committee's decisions are final.** When the Committee finds in favor of the appellant, refunds are mailed to the last reported permanent address.

