



**PARKING VIOLATION APPEAL**  
Submit to the Department of Student Affairs (S209)

**Section 1 – Information**

I am filling this out as:  Student  Faculty/Staff

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Tri: \_\_\_\_\_ Decal #: \_\_\_\_\_

**Section 2 – Citation Information – Citation must be appealed within 10 days of the issue date.**

Ticket #: \_\_\_\_\_ Date of Ticket: \_\_\_\_\_ Ticket #: \_\_\_\_\_ Date of Ticket: \_\_\_\_\_  
Ticket #: \_\_\_\_\_ Date of Ticket: \_\_\_\_\_ Ticket #: \_\_\_\_\_ Date of Ticket: \_\_\_\_\_

**Section 3 – Appeal Detail** - In general, such circumstances as ignorance of the rules, inability to find a parking space, or financial hardship caused by the fines do not constitute a sufficient basis for approval of an appeal. **Please note that appeals will only be accepted if a reason for the appeal is selected.**

Appeal Reason (select one)	Criteria
<input type="checkbox"/> Ticket Issued Incorrectly (Offense did not occur)	Vehicle was parked in accordance with Parker University parking regulations and the ticket should not have been issued.
<input type="checkbox"/> Regulation did not apply	Vehicle was exempt from established Parking Regulations.
<input type="checkbox"/> The signage or regulation was unclear	The signage or rule as it pertains to the violation was unclear and therefore the ticket was not appropriate.

The following is a complete description of the details of the case. Review the guidelines of the next page for more information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm the above information is true and complete. Please provide documentation if available.

\_\_\_\_\_  
Name (Printed) Signature Date

*For The Department of Student Affairs Use Only*

Date received:	By:
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**Section 4 – Decision**

Decision:  Waived  Denied  Reduced  
Decision Code:  Vehicle parked in accord with rules  Signage was unclear  Rule did not cover violation  
 Reduced to a warning

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Prior to appealing your Parker University citation, please read the following:**

### **THE PARKING COMMITTEE AND ITS FUNCTION**

The Parking Committee is a completely independent and impartial body of students and Parker University employees who are not governed by or responsible to the University Security Office. Please do not appeal “just to give it a shot”. These appeals are read by students and faculty/staff like you who *volunteer* their time. If you deserved the ticket, please just pay it.

Their decisions are final and are binding on all parties and **not subject to further appeal**. Those who have been issued permits have agreed, by signing their permit applications, to abide by all University parking regulations which include these provisions.

### **PARKING VIOLATION APPEAL RULES & INSTRUCTIONS**

- When you became a student, or accepted a position with the University, you agreed to abide by the rules and regulations of the University, including parking violations.
- You were issued a copy of the regulations when you registered your vehicle or were issued an employee handbook.
- You are guaranteed a space to park. We don't **not** guarantee a space nearest to your class or place of work. The driver is responsible for finding a **VALID** parking spot.
- The registered permit holder is responsible for any ticket issued to any vehicle on which their permit is displayed.
- Regulations apply all year long, in all weather, days, nights, and weekends.
- The right to appeal a citation is forfeited if an appeal is not filed **within 10 calendar days** of the date of violation. One citation is allowed to be submitted per appeal form.

### **QUESTIONS TO ASK YOURSELF**

The questions that parking appeal judges ask when reviewing appeals are:

- Did a violation occur?
- Was the violation avoidable?

When the answer to both is “yes”, the appeal will be denied.

### **EXAMPLES OF SELDOM GRANTED APPEALS**

Appeals are not often granted when based on a lack of knowledge of the regulations, forgetfulness, failure to follow posted sign, inability to find legally marked parking space, and parking in reserved or handicapped designated parking spaces without the proper permit, or because you or others have parked in a similar fashion previously. Appeals are not granted for students, faculty, or staff found using visitor permits (enrolled students and employees *are never* visitors).

The following reasons are considered as frivolous for appeal:

- Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations.
- Other vehicles were parked improperly.
- Only parked illegally for a short period of time.
- Parking officer did not give me a ticket previously for similar offenses.
- Late to class or appointment.
- Inability to pay the amount of the fine.
- No other place to park.
- Someone other than University Security Officer said you could park there.

### **HOW TO COMPLETE THE APPEAL FORMS**

Complete the appeal form **in detail**. Give every detail of what happened and every reason you believe applicable to your situation which might bear upon the circumstances of your citation. If there is any evidence which might help the judge find the equities in your favor, be sure to include it with your appeal. For example: copies of repair bills, copies of medical statements regarding disabilities, diagrams of the situation, notarized statements of witnesses, etc. **Please note that NO appeals will be accepted which give no explanation or which are submitted only to clear your enrollment hold.**

**If your citation is excused (found not responsible), no further action is necessary on your part. If your appeal has been denied or reduces (found responsible), the citation must be paid.**

## **ALL DECISIONS ARE FINAL**

The decisions of the Parking Appeals Committee regarding parking ticket appeals are final and cannot be considered, discussed, or appealed further.