

**How to file an appeal:**

Any individual receiving a parking ticket has the right to appeal. The appeal process is as follows:

1. Within ten (10) business days of receiving your ticket, fill out this form and return to the Student Solution Center with a copy of your unpaid ticket. Make sure the form is filled out accurately and completely and that you have **attached a copy of your ticket**.
2. The Parking Committee meets twice monthly to review appeals. Appellants will be notified typically within three weeks to the email address provided.
3. If the appeal is denied, the ticket must be paid within five business days of notification.

**Any appeal that does not have the required documents (copy of ticket and appeal form) will not be considered. Only appeals made within the allowed time and on this official form will be considered.**

The Parking Committee will evaluate the written appeal and render a decision in accordance with the parking regulations. Explain the circumstances, when, where, and why it occurred. Remember, the issue in your appeal is not whether the parking regulations are fair, but whether you violated those regulations.

**The decision of the Parking Committee is final.**

**Violator's Information:**

Check one:

Employee,  Student, or  Visitor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

SSN# or PRISM ID#: \_\_\_\_\_ Address (street, city, state, zip): \_\_\_\_\_

Email: \_\_\_\_\_ (notification will go to this email once reviewed)

Ticket # (upper right): \_\_\_\_\_ Date of violation: \_\_\_\_\_ License Plate #: \_\_\_\_\_ Vehicle make/model: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Violator's Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_