



## Parking Citation Appeal Form

**Appealing a citation:** Only unpaid citations may be appealed. The payment of the citation under appeal is suspended without penalty during the appeal process. However, should a finding be made sustaining the penalty, you must pay the fine within ten (10) business days of finding.

**Basis of appeal:** Only appeals alleging written error of issuance contrary to Century College parking regulations will be considered.

**Guidelines:** The appeal form must be received at the Century College Public Safety Office, E1392, within ten (10) business days of the date the citation was issued. Once it is received, the citation will be placed on a hold status until a decision is made as to the claim. **All decisions are final.** The decision will be one of the following:

**Uphold** (fine amount due)

**Dismiss or Warn** (no amount due)

**Reduced** (reduced amount due)

**Please complete the following by printing all information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Citation #(s): \_\_\_\_\_ Date/time of citation: \_\_\_\_\_

Location of vehicle when cited: \_\_\_\_\_ License plate # and State: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Explain reason for appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of appellant: \_\_\_\_\_ Date: \_\_\_\_\_

Your appeal will be reviewed by the Parking Ticket Appeal Review Panel. You will be notified of their decision by mail within 30 days of filing your appeal. Should they uphold the citation, payment is to be made within ten (10) business days of the decision. **The decision of the Parking Ticket Appeal Review Panel is FINAL.**

Business Office Notified

Checked for other violations

Copy sent to Student Affairs



## Parking Citation Appeal Form

**Comments from Public Safety**

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Signature of Public Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_