

**UNCP PARKING CITATION APPEAL FORM**

Please print or type all information requested. Signed and completed forms must be submitted to Parking and Transportation Services within 16 calendar days of the violation. A copy of the citation must be attached to the appeal form. **IMPORTANT:** Incomplete forms **CANNOT** be processed.

**APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:**

- Someone else driving your car.
- Other vehicles were improperly parked.
- Late to class or appointment.
- Lack of knowledge of the regulations (new to campus/have not reviewed regulations).
- Fire lane violation.
- Inability to find proper convenient parking space.
- Financial hardship caused by fine.

If you are appealing for reasons (disable vehicle or temporary medical problem) other than those listed above, you may submit this form. Please provide supporting documentation as needed such as doctor's note, repair bill, police report, etc. Complete the form with as much detail as possible and return it to Parking and Transportation (located at Campus Police).

The Appeals Committee will review all documentation associated with the violation and consider circumstances you described below. The Appeals Committee is comprised of both UNCP students and Faculty/Staff. All decisions by the committee are rendered **FINAL**.

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Vehicle Owner \_\_\_\_\_

Citation Number \_\_\_\_\_ Date Issued \_\_\_\_\_ Time Issued \_\_\_\_\_

STATEMENT OF APPEAL (Be factual and specific. Draw a sketch if pertinent. Use an additional sheet if necessary)

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I affirm that this information is true and correct. My signature indicates my acknowledgement that all appeal decisions are **FINAL**. By submitting this appeal, I agree to abide by the Parking Appeals Committee's decision.

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

JUDGEMENT

RESCINDED \_\_\_\_\_

JUSTIFIED \_\_\_\_\_

OTHER (appeals committee or official notes) \_\_\_\_\_

Signature of Chairman \_\_\_\_\_

Today's Date \_\_\_\_\_