

Vehicle Violation Appeal Request

If you receive a parking violation and wish to appeal said violation, please follow these instructions:

1. You must first pay your fine at the Payments Office, located in the Student Services Building. Then complete Part A and send to the Director of the Student Center and Student Activities, located in the Student Center Suite 120A.
2. The Parking Appeals Committee will review your appeal. The Committee is composed of the Director of the Student Center and Student Activities, representatives from the Student Government Association, and college faculty and staff. They will meet, review your appeal, and render a decision.
3. You will be informed in writing of the decision made by the Vehicle Violation Appeals Committee.
4. If your appeal is upheld, the Business Office will send you a refund in the mail.

Part A

(To be completed by student)

Traffic Ticket Number: _____

Date Ticket Received: _____

Registered License Plate: _____

Name: _____

Telephone: _____

Address: _____

Explanation: _____

I have received other parking tickets from Victoria College campus security. If yes, please explain. Yes No

Student Signature: _____

Date: _____

Part B

(To be completed by Committee Chair)

Parking Appeals Committee Action:

Appeal Upheld (refund fine to student)

Appeal Denied (see attached letter)

Elaine Everett-Hensley,

Student Activities Director
Parking Appeals Chair

Date