

HARRISBURG AREA COMMUNITY COLLEGE SAFETY & SECURITY DEPARTMENT

PARKING VIOLATION / TRAFFIC CITATION APPEAL

Name: _____ Date: _____

College ID #: _____ Phone #: _____

Vehicle License Plate #: _____ State: _____

Do you have a valid parking permit issued? ___ Yes ___ No If Yes, permit #: _____

Ticket or Citation#: _____ Date of Issue: _____ Violation: _____

ENSURE YOU PUT YOUR LOCAL MAILING ADDRESS ON THE REVERSE SIDE OF THIS FORM FOR NOTIFICATION OF THE APPEAL BOARD'S DECISION.

(Original Copy of ticket/citation must accompany this appeal)

Name of person as shown on state registration card for vehicle: _____

Before appealing your ticket, you must read the following:

- When you became a student or accepted a position with the college as an employee (Staff / Faculty / Contractor), you agreed to abide by the rules of the College.
- College Traffic and Parking Regulations are part of what you agreed to abide by.
- Regulations for vehicle parking registration are stated in College Parking Brochures and AP 361 and you were advised of the regulations at your orientation sessions. These regulations mirror the PA Traffic Code but are enforceable by the College under specific Administrative Policies.
- You agreed to provide a copy of the vehicle's registration card, for review, when you applied for your parking permit.
- You are not guaranteed a space to park on the campus. Parking permits allow you to park on a first come first serve basis. It is up to you to locate a legal parking spot.
- Permits are for on campus use only not the city streets.
- Regulations apply 24 hours a day, 365 days a year.
- Towing on the campus is enforced.

Appeal instructions:

- Complete this form in it's entirety and explain your reason for appeal. The appeal is based on the facts which you provide. Attach copies of any available documentation directly to the appeal form.
- Appeals are based on legal elements. Personal disagreements with a rule or regulation is not cause for appeal.
- Previous outstanding, unpaid tickets must be settled before you can appeal subsequently issued tickets.
- Only violations of College Parking and Traffic Regulations can be appealed through the College.
- Once a decision on your appeal has been made, you will be notified of the outcome.
- Anyone (student, staff, faculty, visitor or vendor) with outstanding fines (ticket and citation) will be referred to the local District Magistrate for adjudication. Any incurred fees or court costs ***will not be*** the responsibility of the College but the individual referred.

Unless your ticket is excused, you must respond within 10 days of the notification from the appeal board by paying the fine. Otherwise you lose your rights to further appeals.

I have read and understand all the above information.

Signature of Appellant: _____ Received By: (DPS) _____ Date: _____

Reason for Appeal: *(Continue of reverse side as necessary)*

Do Not Write Below: APPEAL BOARD USE ONLY

Board Received: _____ Documentation Provided: _____ Date Reviewed: _____ Reviewed By: _____

Decision: _____ **Excused.** No further action is necessary on your part. _____
_____ **Denied.** Ticket will stand as is and the fine must be paid within 10 days of _____
this notification at the College's Business Office. _____

