PARKING TICKET APPEAL

NAME:_________________________________________________________ STUDENT ID#:__________________________________
PARKING PERMIT#________________________ PHONE#_________________________________________________________
EMAIL ADDRESS__________________________________________________________
TICKET#________________________ TICKET DATE_________________________________________________________

Appeal must be made within ten (10) days of the offense at the One Card/Parking Permit Office. A copy of the ticket must accompany the appeal.

REASON FOR APPEAL:
________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________
________________________________________________________________________________________

SIGNED________________________________________ DATE:________________

APPEALS COMMITTEE USE ONLY
Appeal Decision:  [ ] UPHELD  [ ] DENIED

Signed:________________________________________ Date:________________

Phone: 610-647-4400, Ext. 3604  Fax 610-251-1668  www.immaculata.edu
Traffic and Parking Appeals

A person who believes that he or she has unjustly received a violation for a University parking regulation may appeal the violation. All appeals of parking violations will be considered with respect to the parking rules and regulations of Immaculata University. LACK OF KNOWLEDGE OR UNFAMILIARTITY WITH IMMACULATA RULES AND REGULATIONS IS NOT CONSIDERED A VALID REASON FOR AN APPEAL. An appeal will be denied if the basis for the appeal is based on, one of the following:

- Lack of knowledge/understanding of the regulations
- Unavailable legal parking space
- Improper display or failure to display the current parking hang-tag or decal
- Inclement weather
- Late arrival for class, meeting or appointment
- Parking in a handicapped space without the appropriate State documentation

All appeals must be submitted on the proper appeal form available on line and at the One Card/Parking Permit Office and must indicate the reason(s) for the appeal. A copy of the ticket must accompany the appeal.

Appeals must be made within ten (10) days of the offense at the One Card/Parking Permit Office. Any appeal received after the ten (10) day limit will NOT be considered, THE RIGHT TO APPEAL WILL HAVE BEEN FORFEITED.

Appeals are reviewed and ruled upon by an Appeals Committee comprised of supervisor in the Safety and Protection Department (non-voting member), staff member in the Safety and Protection Department, one faculty member, employee/staff member, and one student. In the event of a tie in the appeal process, the supervisor of Safety and Protection will become a voting member of the appeal. The Committee’s decision of any appeal is final. The appeals review meeting will be conducted once a month. The committee will not meet during the summer months. The decision of the board will be communicated to the appellant via email.

Unpaid Parking Violations
Student fines not paid after ten (10) days, unless an appeal is on file, will be automatically applied to the student’s account.