



1145 King Road, P.O.Box 651, Immaculata, Pennsylvania 19345

Department of Campus Safety & Protection

PARKING TICKET APPEAL

DATE: _____

NAME: _____ BANNER ID# _____

CAMPUS ADDRESS _____

CAMPUS EXT.# _____

COMMUTER STUDENTS

HOME ADDRESS _____

HOME PHONE# _____

TICKET# _____ TICKET DATE _____

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

REASON FOR APPEAL:

APPEAL TASK FORCE USE ONLY

Appeal Decision:

UPHELD

DENIED

Signed: _____ Date: _____

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

Appeals are reviewed and ruled upon by a Task Force 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 in writing.

Unpaid Parking Violations

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