

Parking and Transportation Services W ___ IP ___ APPEAL FORM

INSTRUCTIONS: The citation must be attached to this form. Please review the back of this form, *Purpose of Hearing*, to help you decide whether to appeal your citation. To appeal online, visit brockport.edu/parking, 'My Parking Account', 'Appeal Citations'. All decisions will be emailed.

Name: _____ Date: ____ / ____ / ____
Address: _____ Phone #: _____
City: _____ State: ____ Zip: ____ Student ID #: _____
License Plate #: _____ Citation #: _____
Email Address: _____

The narrative section below must be completed. Use another page if necessary.

I wish to appeal this citation because:

I wish to appear in person. Hearing scheduled: Date _____ Time _____

— DO NOT WRITE IN SECTION BELOW —

Section(s) of Regulations Violated: _____ Date of this report: ____ / ____ / ____

Facts Established in the Hearing: _____

Decision of the Parking Appeals Officer — ALL DECISIONS ARE FINAL.

Not Guilty Guilty If guilty, amount of fine due \$ _____

— DO NOT WRITE IN SECTION ABOVE —

Raye H. Conrad Welcome Center
350 New Campus Drive, Brockport, New York 14420
Phone: 585/395-7275 **Fax:** 585/395-2405
Email: park@brockport.edu **Web:** www.brockport.edu/parking



**PARKING AND
TRANSPORTATION SERVICES**

APPEAL INFORMATION:

Any person receiving a notice of a parking violation has the right to appeal within a period of ten business days from the date of issuance. After ten days, the right to appeal expires and all violation charges and/or expenses incurred become automatically due and payable. Appeals are accepted online or by submitting this form with written narrative to:

Parking Services Appeals Officer
The College at Brockport
350 New Campus Drive
Brockport, NY 14420

Citation must be attached to the appeal form.

You may request to appear in person. Appeal session dates can be found online or you may contact a customer service representative at the Conrad Welcome Center. If you are scheduled for a session and fail to appear, you will automatically be found guilty.

PURPOSE OF HEARING

The sole purpose of a hearing is to determine whether or not your vehicle was parked in violation of the College parking regulations at the time it was ticketed. Please keep the following in mind when deciding whether or not to appeal your citation(s):

1. There are a sufficient number of parking spaces on campus, even though some spaces may be more conveniently located than others. Your belief that there is not adequate parking on campus is not an excuse for parking in violation of the regulations.
2. Parking meters are presumed to be in good working order unless proven otherwise. Notify Parking and Transportation Services that the meter is out of order immediately. If you fail to do so, we may be unable to verify whether the meter was working properly at the time of the citation.
3. If you purchased a parking permit but need to drive another vehicle to campus, it is your responsibility to obtain a temporary permit for the vehicle you are driving or properly register all vehicles you will be driving on campus.
4. If you need to park your car temporarily in an unauthorized lot to load or unload, you need to obtain a permit BEFORE parking your vehicle, or use flashers. We allow 15 minutes maximum. **Service areas, reserved areas and lot L in front of Admissions may not be used for this purpose.**
5. You may request to appear in person for the appeal. Parking and Transportation Services will make a reasonable number of sessions available during each semester. Toward the end of the semester and in the summer, in-person appeals sessions are not available.

DECISIONS ARE FINAL

All decisions will be made via email. The decision of the Appeals Officer is final and binding. **All guilty verdicts must be paid in full within 10 business days of this "notice of decision."** **If the fine is not paid by the due date, a \$10 late fee will be added to each citation appealed.** Payments can be made via e-Parking at www.brockport.edu/parking (select 'My Parking Account', 'Pay Citations').

PENALTY FOR NON-PAYMENT OF FINES

Applicable state and municipal laws and College policies apply. Failure to respond to this Notice of Violation within the specified time limit will result in payroll deduction for faculty/staff of the College, referral to a collections agency for non-affiliated persons, and referral to a collections agency as well as blocks against all academic records and actions for students.