



## Parking Citation Appeal Form

**INSTRUCTIONS: Please print this form, fill out completely and return to the Department of Safety & Security at the Switchboard in Main Hall within 3 business days of receipt of the citation. All appeals received after this time period will be denied. Incomplete or illegible forms will not be accepted and will result in a denial of the appeal.**

Please attach the parking citation or a copy to this form. The individual appealing the violation will be notified of the decision by campus or electronic mail. For more information about Campus Parking Regulations, please visit the Safety & Security website at <http://www.randolphcollege.edu/security> or contact the Campus Security office at (434) 947-8000.

Date of Appeal \_\_\_\_\_

Ticket # \_\_\_\_\_ Date Issued \_\_\_\_\_ License Plate # & State \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Address, City, State, Zip Code (non-resident) \_\_\_\_\_

Residence Hall & Room # \_\_\_\_\_ Telephone # \_\_\_\_\_

Reason(s) for Appeal: \_\_\_\_\_

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**\*\* (Should more space be needed, please attach an additional sheet of plain white paper.) \*\***

**I certify that the above statement is true and accurate to the best of my knowledge. Intentional falsification is a violation of the College's Honor Code, as stated in the Randolph College Student Handbook.**

X

Signature

(DEPARTMENT ADMINISTRATIVE USE ONLY – Please do not write below this line)

Appeal Review - Number of Previous Citations this Academic Year: \_\_\_\_\_ / Appeals \_\_\_\_\_

The Appellant is advised of the following decision:

Appeal Denied – Violation Fine(s) to be Paid

Appeal Approved – Fine is Waived

By \_\_\_\_\_ Date \_\_\_\_\_