



PENINSULA COLLEGE

Parking Citation Appeal

Complete this form and return it to the Campus Safety Office within **30 days** from the date on the citation. All appeals of citations will be considered under Administrative Procedure Number: 513.01 titled: Motor Vehicle Regulations. **The Vice President of Administrative Services will notify you of the decision by e-mail.**

The following excuses are not acceptable for appeal:

- **Lack of knowledge of the regulations, or misunderstood signs.**
- **Other vehicles were also parking improperly.**
- **Late to class or appointment.**
- **Disagreement with or inability to pay the amount of the fine(s).**

Today's Date _____ Citation Date _____ Time _____ (AM / PM) Visitor__ Student__ Employee__

Student I.D Number (SID) _____ Citation Number _____ (Attach copy of citation)

Name: _____

Phone: _____ Email: _____

The following facts are submitted in support of this appeal:

(if more space is needed, use back of this sheet)

I wish to appear before the Vice President of Administrative Services in person: Yes___ No___

Signature: _____ **Date:** _____

Campus Safety Response: _____

_____ (Attach Supporting Documentation)

Appeal Decision : Excused ___ Denied ___ Changed to Warning ___

Reason:

VP of Admin Services Signature: _____ Date: _____