

# Parking Citation Appeal Form

## Trinity Valley Community College

Any person who has received a parking citation may file a request to have the citation reviewed by submitting this appeal form to the appointed appeals administrator via The Trinity Valley Community College Police Department no later than ten (10) working days after the citation was issued. If an appeal is not filed within this time period, the citation is deemed final.

Citation No.: \_\_\_\_\_ Vehicle License Plate No: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Statement of Appellant: (attach additional sheet if necessary)

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Appellant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

Date received by the Parking Citation Appeals Administrator: \_\_\_\_\_

Upon making a decision on the appeal, the appeals administrator will email a written decision to the appellant. The parking citation appeals administrator may order the payment of the fines in whole or in part, or the cancellation of such charges. If the appeal is denied, the appellant is required to pay the charges within ten (10) working days after the notification of the administrator's decision. The administrator's decision is final and there are no further appeals.

Administrator Comments:

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**Appeal is granted ( ) or denied ( )**

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_