I. POLICY STATEMENT

Your Right to Appeal
Anyone receiving a citation has the right to appeals the citation under the following conditions:

- The appeal must be made within 10 business days from the citation issue date.
- If the ticket is appealed after the 10 business days but before 21 business days, the citation amount along with a $5.00 filing fee must be paid before the appeal can be filed.
- All appeals must be filed online at our website at parking.nku.edu
- Persons who have purchased a parking permit will be allowed one “courtesy” waiver of a citation for failure to display a permit.
- Presentation of the citation must be made at the parking office
- All outstanding fines must be paid before a ticket can be appealed
- If you have an appeal in process and you would like to appeal a second citation, the citation must be paid along with a $5.00 filing fee
- Only the individual who obtained the permit can appeal a citation issued against it
- In the event the vehicle does not display a parking permit, only the individual who operates the vehicle on campus may appeal a citation(s) issued to the vehicle

Appeals Process
1. Appellant submits appeal
2. The citation in question is marked on the appellant’s account to show it is under appeal
3. The Citation Appeals Committee reads the appeal and renders a decision
4. The appellant will be notified by mail or email with the committee’s decision
5. If the appeal is found valid the ticket will be voided. If the appeal is mitigated or denied, the appellant is billed
6. All decisions made by the committee are final

Grounds for Appeal
Appeal only when you have valid grounds. Limit your appeal to the circumstances in which the parking ticket was issued in error. Although all parking and traffic citation appeals will be considered, if the facts show that you committed a violation of parking rules, your appeal will most likely be denied regardless of the reason or excuse and a
$5.00 filing fee will be assessed in addition to the citation amount.

Below are examples of seldom granted appeals:

- Lack of knowledge/understanding of parking regulations
- Legal parking space was unavailable
- Improper display or failure to display the current parking permit
- Inclement weather
- Late arrival for class, meeting, appointment
- Parking in a handicap space without the proper State and University permits
- Parked only for a short time
- Disagreement with or inability to pay the amount of the fine
- Did not see a parking sign
- Left my permit hanging in another vehicle

Reasons for Granting and Appeal

- There is substantial evidence the appellant did not commit the violation for which the citation was issued
- The appellant may have committed the violation, but circumstances were not under the appellant’s control
- Prior to being issued the ticket, the appellant made an attempt to notify Parking Services of the situation

Remember: The issue in your appeal is not whether the parking regulations are fair, but whether you violated those regulations.

II. ENTITIES AFFECTED

Faculty, Staff, Students, and Visitors

REVISION HISTORY

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<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
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