

GREENSBORO COLLEGE

PARKING CITATION APPEAL FORM

To appeal a parking citation, complete this form in its entirety. All information MUST be completed accurately and is important to the Appeals Board for consideration. Any submission lacking adequate documentation will not be considered a valid appeal.

1. Fill in the following:

Contact Information:

Name _____ ID Number _____

Address (or Residence Hall) _____

City _____ State _____ Zip Code _____

Cell Phone _____ Email _____

Vehicle Information:

Make _____ Model _____ Year _____

License Plate _____ State of Registration _____

2. Attach a copy of the original citation.
3. Attach a typed statement regarding why you believe this citation was issued in error, or why you should be excused from responsibility of this citation.

Citation appeals are evaluated in the context of the posted/published College parking rules and regulations found on the Campus Security website: <https://www.greensboro.edu/security/>.

PARKING APPEALS BOARD

The Student Parking Appeals Board is composed of five members.

1. Two students appointed by the President of SGA.
2. One faculty member.
3. Two staff members including the Housing Coordinator.

A. The board meets as needed to review appeals, with at least one meeting per semester.

B. By filing the appeals arbitration process, both the student and Campus Security agrees to accept the Student Parking Appeals Board decision as final and binding.

PROCESS

A. An appeal should be based on the premise that the citation was not consistent with parking regulations or that special extenuating circumstances exist that should excuse the student from compliance with these regulations.

B. Only those individuals properly registered for parking privileges and who have a current Greensboro College parking decal displayed on their vehicle may make appeals.

C. Students may obtain a copy of the Student Parking Appeal form online at <https://www.greensboro.edu/security/>.

1. Appeals must be typed, printed off and submitted to the Student Development Office, Main 312.
2. Appeals must be received no later than 5 p.m. on the fifth business day from the issued date on the citation.

D. The disputed citation must be attached to the back of the appeal form.

E. The appeals board will make a decision on each appeal received in the outlined manner and issue a written decision to the student.

F. The parking ticket fee will be posted to your student account bill and if the parking appeal is granted the ticket will be voided.