PARKING VIOLATION APPEAL FORM

NorthWest Arkansas Community College Police Department

READ CAREFULLY BEFORE COMPLETING

1. Any written appeal for consideration by the Judicial Committee is to be made at the Life Development Center within ten (10) class days of the ticket issue date. After ten (10) days the ticket may no longer be appealed other than in extremely extenuating circumstances. If, after ten (10) days you believe such circumstances exist in your case, contact the N.W.A.C.C. Police Director. EACH TICKET MUST BE APPEALED ON A SEPARATE FORM.

2. Once a vehicle has been immobilized or towed, no appeal is available. All tickets must be paid before the vehicle will be released.

3- An appeal must address the violation and be based on very extenuating circumstances that caused the violation under appeal. **A lost ticket, forgetfulness, parking only for a short period, failure to properly display a parking permit, and/or not seeing signs or other markings are not grounds for appeal.**

4. Once an appeal has been filed, scheduling of hearings and/or other administrative matters will be at the sole discretion of the Executive Head of the Judicial Committee.

5. Appellant name: _____
Last/Family First MI

Appellant address: _____
Street City State Zip

Social Security Number: _____ Phone Number: _____

Citation Number: _____ Citation Date: _____

Reason(s) for appeal. Be specific. Use back of page if necessary.

Signature: _____ Date: _____

For NWACC use

Received: _____ Upheld: _____ Reduced: _____

Committee: _____ Denied: _____ Warning: _____