

Parking/Traffic Violation Letter of Appeal

Regis University Office of Campus Safety

All information must be completed in full. Incomplete forms will not be processed.

Date of Appeal: _____ **Date Received:** _____
(To be filled out by Campus Safety)

Name: _____ **Regis ID #:** _____

Address: _____

City, State, Zip _____

Phone (off campus): _____

Phone (on campus): _____

E-mail Address: _____

Violation information:

Citation Number: _____ **Permit #:** _____
(5-Digit number in upper right hand corner of citation)

Date of Citation: _____ **Lic Plate #:** _____

Reason for Appeal:

If necessary, continue on reverse side of form.

1. All appeals must be submitted in writing and received by Campus Safety within (15) calendar days of issuance of the citation. Failure to file an appeal within this time will result in the violator's forfeiture of the privilege of appeal.
2. The Parking Appeals Committee will review the circumstances surrounding the issuance of the citation(s) and provide a decision to the appellant. This decision is considered binding and constitutes the final disposition of the appeal.
3. Any person receiving a notice of violation/citation for parking or traffic violation on campus has the right to appeal the citation.
4. The burden of proof in the appeal rests with the appellant. Denial of an appeal makes the designated fine due and payable by the designated date. All ticket fines are deposited into the general fund of the University.
5. The following are not grounds for appeal in accordance with article eight of the Regis University Parking/Traffic Rules and Regulations:
 - a. Lack of available parking.
 - b. Unfamiliarity with University parking rules and regulations.
 - c. Short time in violation area.
 - d. Failure to observe posted signs.
 - e. Class/instruction ran late.
 - f. Faculty/staff other than a Campus Safety Officer directed the vehicle to park in a violation area.
 - g. Non-receipt of the citation.