Oberlin College Office of Safety and Security
159 West Lorain Street, Oberlin, OH 44074 Phone: (440) 775-8444

PARKING VIOLATION NOTICE APPEAL FORM

Published Parking Regulations may be found at http://new.oberlin.edu/office/safety-and-security/parking-policies.dot
A printed copy is available upon request.

To appeal a Parking Violation Notice (citation), please comply with the following:

1.) The appeal must be undertaken within 5 days of issuance of the violation notice (citation);
2.) The fine must be paid at the time of the appeal;
3.) The violation notice (citation) must be attached to the appeal form;
4.) Complete a written Parking Appeal Form explaining the full basis of appeal.
Citations outside of the 5-day appeal period, or citations already billed will not be accepted for appeal.

A response will be communicated in writing**.** If the appeal is upheld, any fine monies paid in connection with the citation will be refunded. If a fine payment is not included, and the appeal is denied, the fine plus a $5 processing fee will be charged through Student Accounts. **The response to a written appeal is considered the final decision**

Appellant Name: _____ Permit No. _____

O.C. or OCMR Address: _____ Phone: _____

Date of Citation: _____ Time: _____

Violations Cited (attach citation notice): _____

Statement of Appeal:

(Please continue on reverse side of the form, if necessary.)

Signed: _____ Date: _____

For Safety and Security Office Use Only

Date Appeal Received: _____ By: _____

Fine Amount Paid: _____ Cash _____ Check # _____ Receipt No. _____

Appeal Upheld _____ **Appeal Denied** _____

Remarks:_____

By: _____ Date: _____

For Appeals Upheld, only, Amount Refunded: _____ By: _____