West Chester University
Parking Citation - Appeal Form

TO:  Public Safety Parking Services Office
     690 South Church Street
     West Chester, PA  19383
     safety@wcupa.edu

FROM:  ________________________________

Name:
Address
Phone:
Email:
WCU ID # or SS #

Vehicle Information:
License Plate Number:
State:
Permit Number:

Permit Type:
☐ Employee
☐ Q/R Resident
☐ Motorcycle/Conv.
☐ Commuter
☐ S. Campus Apts.
☐ No Permit
☐ Resident
☐ Limited
☐ Other
☐ Q/R Commuter
☐ R Lot ONLY

Citation Information
Citation #:
Violation:
Date Issued*:
Location:

*All appeals must be submitted on this official form to the Public Safety Department within ten (10) calendar days of date issued.

The following reasons are not considered sufficient grounds for an appeal:
- Forgetfulness
- Short parking duration
- Failure to display permit
- Inability to see the signs
- Unavailability of parking spaces
- Insufficient funding to pay ticket

Level 1 Appeal
Please print or type the nature of your appeal. Be specific and include diagrams or other supportive information to explain the reason for your appeal. Use additional paper if necessary.

Signature: ________________________________ Date: ________________________________

OFFICE USE ONLY:
Level 1 Appeal - Decision
Date received ________________________________ Appeal:  ☐ Granted  ☐ Denied

Signature of Parking Appeal Director: ________________________________

Basis for the Decision:

The Parking Committee Chairperson must receive the appeal within ten (10) days of Level 1 appeal decision.
**Level 2 Appeal**
Please print or type the nature of your appeal. Be specific and include diagrams or other supportive information to explain the reason for your appeal. Use additional paper if necessary.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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**OFFICE USE ONLY:**
**Level 2 Appeal – Final Decision**
Date received: __________________________ Appeal: [ ] Granted [ ] Denied

Signature of Parking Appeal Director: _______________________________________
Basis for the Decision: ____________________________________________________

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**THE DECISION OF THE PARKING COMMITTEE IS FINAL**