

Parking Ticket Appeal Form

Anyone who receives a SUNY Schenectady parking summons has the right to appeal the fine. A parking citation can be appealed by completing a violation appeal form, noting all pertinent information, and **submit it to Campus Safety within five business days of the citation date.** Campus Safety is located in Elston Hall, Room 341.

A violation appeal is considered by the Parking Appeals Board. Members review all relevant information and make a decision on the appeal. Decisions of the Parking Appeals Board are final. The only proper basis for an appeal of a summons is that the cited regulation was not violated.

In the event an appeal is denied by the Appeals Board the parking citation must be paid within 10 days of the decision of the ticket. Notification of the Appeals Boards **decision will be made via the email address provided below.**

Please complete **all** of the following information.

Personal Information: (Please Print Clearly)

Name:	SUNY Schenectady ID#:	Date of Appeal:
College Affiliation: Faculty, Staff, Student, Other :	Email Address:	
Summons Number:	Summons Date:	Summons Time:
Location:	Violation:	SUNY Schenectady Permit #:
State & License #:	Vehicle Color:	Vehicle Make:

APPEAL INFORMATION: (Please Print Clearly)
