

APPLICABLE APPEAL INFORMATION

PARKING APPEAL INFORMATION

- ➔ All initial requests for appeals of parking citations will be made in writing.
- ➔ Please attach the ticket(s) you are appealing to this form.
- ➔ All information on the Appeal Form must be completed for the appeal to be processed.
- ➔ The Appeal Decision will be indicated on the front of this form and returned to you by mail. Therefore, it is important that all information, including your name and address, be legible. If the information required on the form is not legible, the form will be returned to you without a decision. If your name and address are not legible, it will not even be possible for us to contact you.
- ➔ Fair hearing/due process: You have the right to a personal hearing with the Parking Appeal Board should you disagree with the written decision of the Board and have additional evidence to submit. The decision of the Board following a personal hearing is final. If you are scheduled for an appointment that will be difficult for you to keep, please call and reschedule. Failure to appear at the time fixed for a personal hearing is equivalent to a plea of guilty. In such cases, no further hearing will be scheduled and associated fines will be imposed.
- ➔ The Parking Appeal Board is made up of University community members (not of Parking and Mass Transit Services or University Police Department personnel). They are volunteers who meet to decide on appeals.
- ➔ False or misleading statements or failure to disclose pertinent information will result in denial of appeal. It may also result in the loss of special permit privileges and/or other appropriate administrative action (in the case of students, referral to Student Judicial Board).
- ➔ The following are insufficient grounds for accepting an appeal of a parking citation:
 - Being late or in a hurry.
 - Dropping something or someone off or picking them up.
 - Preferred parking lot full or too far away.
 - Inclement weather.
 - Others parked in the same way did not receive tickets.
 - Afraid to walk alone. (Please note: UPD will provide an escort to your dorm room at any time. They can be contacted using a blue light phone or by calling 442-3132.)
 - Flashing hazard lights (or four-way lights). (A 30 minute loading/unloading permit is available from Parking and Mass Transit. Please obtain one BEFORE you move heavy items. A valid University decal or temporary registration is required before obtaining a loading/unloading permit.)
 - The amount of time the vehicle was parked.
 - The owner of the vehicle was not driving at the time. (The registered owner of the vehicle is responsible for all tickets incurred regardless as to whether that individual was the one who actually parked the vehicle improperly or not.)
- ➔ Please direct all inquiries regarding the status of your appeal to: Telephone (518) 442-3121; Fax (518) 442-3126.
- ➔ Return completed form to: Parking Appeal Board, University at Albany, 1400 Washington Avenue, Albany, NY 12222.
- ➔ THANK YOU for your cooperation.

STUDENTS PLEASE NOTE THE FOLLOWING PARKING AND MASS TRANSIT SERVICES REGULATION:

You should be aware that if the appeal of your parking violation is denied and the parking fine is unpaid, an administrative hold will be placed on your student records seven days from the date of the appeal decision.

<http://www.albany.edu/parking/>