

SUNY Brockport Parking APPEAL FORM

W ____ IP ____

INSTRUCTIONS: The citation must be attached to this form. Please review the back of this form, *Purpose of Hearing*, to help you decide whether to appeal your citation.

Name: _____ Date: ____/____/____
Address: _____ Phone #: _____
City: _____ State: ____ Zip: ____ Student ID #: _____
License Plate #: _____ Citation #: _____

The narrative section below must be completed. Use another page if necessary.

I wish to appeal this citation because:

I wish to appear in person. Hearing scheduled: Date _____ Time _____

----- DO NOT WRITE IN SECTION BELOW -----

Section(s) of Regulations Violated: _____ Date of this report: ____/____/____

Facts Established in the Hearing: _____

Decision of the Parking Appeals Officer — ALL DECISIONS ARE FINAL.

Not Guilty Guilty If guilty, amount of fine due \$ _____

----- DO NOT WRITE IN SECTION ABOVE -----

Raye H. Conrad Welcome Center
350 New Campus Drive, Brockport, New York 14420
Phone: 585/395-PARK **Fax:** 585/395-2405
Email: park@brockport.edu **Web:** www.basc1.com (*select parking*)



PURPOSE OF HEARING

The sole purpose of a hearing is to determine whether or not your vehicle was parked in violation of the SUNY Brockport Parking Regulations when it was ticketed. Please keep the following in mind when deciding whether or not to appeal your ticket(s):

1. There are a sufficient number of parking spaces on campus, even though some spaces may be more conveniently located than others. Your belief that there is not adequate parking on campus is not an excuse for parking in violation of the regulations.
2. Parking meters are presumed to be in good working order unless proven otherwise. Notify Parking Services that the meter is out of order at the time you receive the ticket. If you fail to do so, the Appeal Officer will have no way of verifying whether the meter was in fact out of order. Do not park at a malfunctioned meter.
3. If you purchased a parking permit but need to drive another vehicle to campus, it is your responsibility to obtain a temporary permit for the vehicle you are driving or properly register all vehicles intended for your use.
4. If you need to park your car temporarily in an unauthorized lot (**service areas or Lot L in front of Admissions not included**) to load or unload, you need to obtain a permit BEFORE parking your vehicle, or use flashers. We allow 15 minutes maximum.
5. **You may request to appear in person for the appeals hearing.** Parking Services will make a reasonable number of sessions available during each semester. Toward the end of the semester and in the summer, in-person appeals sessions may not be available. Appeals are made by mailing an appeals form with written narrative to the address on the front of this form, attention "Parking Appeals" or by faxing it to (585) 395-2405.

DECISIONS ARE FINAL

All decisions will be made in writing. The decision of the Appeal Officer is final and binding. **All guilty verdicts must be paid in full within 10 business days of this "notice of decision" or the fine will increase \$10.00** for all offences. Payments can be made via e-Parking at www.basc1.com/parking, in person at the Conrad Welcome Center, or at the Office of Student Accounts.

PENALTY FOR NON-PAYMENT OF FINES

Applicable state and municipal laws and College policies apply. Failure to respond to this Notice of Violation within the specified time limit may result in a referral to the Commissioner of Motor Vehicles for review in considering the renewal of an operator's license and/or a motor vehicle registration as provided by law, deduction of unpaid fines from wages for employees, referral to a collection agency, and restrictions in registering, viewing grades, or receiving transcripts for students.