



RANDOLPH COLLEGE

Department of Campus Safety

2500 RIVERMONT AVENUE
LYNCHBURG, VIRGINIA 24503-1526

PH: 434-947-8144
www.randolphcollege.edu

Parking Citation Appeal Form

INSTRUCTIONS: Please print this form, fill out completely, and return to the Reception & Information Desk in Main Hall lobby within 3 business days of receipt of the citation. All appeals received after this time period will not be considered. Incomplete or illegible forms will not be accepted and will result in a denial of the appeal. Verbal or electronic mail appeals without this document will not be considered.

Please attach the parking citation or a copy to this form. The individual appealing the violation will be notified of the decision by campus or electronic mail. For more information about Campus Parking Regulations, please visit the Campus Safety website at www.randolphcollege.edu/campussafety or contact the Reception & Information Desk at (434) 947-8000.

Date of Appeal _____

Ticket # _____ Date Issued _____ License Plate #/State _____

Name _____ email _____

Address, City, State, Zip Code (if non-resident) _____

Residence Hall/Room/Office # _____ Telephone _____

Reason(s) for Appeal: _____

Should more space be needed, please attach an additional sheet of plain white paper

I certify that the above statement is true and accurate to the best of my knowledge. Intentional falsification is a violation of the College's Honor Code, as stated in the Randolph College Student Handbook, or existing College employment policies.

X _____
Signature

(DEPARTMENT ADMINISTRATIVE USE ONLY – Please do not write below this line)

Appeal Review - Number of Previous Citations this Academic Year: _____ / Appeals _____

The Appellant is advised of the following decision:

() Appeal Denied – Violation Fine(s) to be Paid

() Appeal Approved – Fine is Waived By _____ Date _____

Parking Citation Appeals Process

Randolph College provides a structured means to appeal parking citations. Any person who wishes to appeal a parking citation may do so by filing a written notice of appeal.

The Parking Citation Appeal Form shall be completed and submitted to Campus Safety within 72 hours or three (3) business days of receipt of the citation (see INSTRUCTIONS below).

Appeal forms are available at the Reception & Information Desk in Main Hall, or on the Campus Safety web page under the Parking Regulations tab at www.randolphcollege.edu/campussafety. Written appeals apply only to parking violations as mentioned in this procedure.

Please make sure that all contact information is accurate, complete and legible. The Campus Safety Office cannot accept incomplete or illegible forms.

INSTRUCTIONS: Please **print clearly** all information requested on the Parking Citation Appeal form. In addition, the parking citation (or a copy) must be included with the form. Return all information via one of the following methods:

In-person – Deliver your completed form to the Reception & Information Desk in Main Hall lobby.

Campus Mail – Enclose the completed appeals form and citation (or copy) in an envelope and place in the outgoing mail slot located in the Campus Mailroom.

Mail - Randolph College, Campus Safety
2500 Rivermont Avenue
Lynchburg, VA 24503-1555

The appellant will be notified via email or campus mail of the decision within five (5) business days. All appeal decisions are final.

Please note a few examples of unacceptable grounds for appeal:

- Lack of space
- Only parked illegally for a few minutes
- Late for class/event
- Failure to receive ticket/citation
- Unfamiliar with established parking regulations
- Unregistered vehicle
- Boot removal fee
- Unloading/loading without advance authorization from Campus Security
- Someone else was using the car
- Parked there before and did not receive a ticket
- Bad weather
- Usually park off campus
- Not fair to receive a ticket

Contact the College's Reception & Information Desk at (434) 947-8000 or ext. '0' for further information or instruction.