

University of Houston Victoria

PARKING/TRAFFIC VIOLATION APPEAL (Rev. 07/09)

If you receive a citation for a parking violation from the University of Houston-Victoria (UHV) you have 30 calendar days from the citation date to appeal. **Your right to appeal is lost after 30 days.** If appealing, do not pay the fine first. If you are a student, a financial stop will remain on your record until the issue is resolved. Complete Part A below, attach a copy of the citation and return to the Department of Business Services, University West building, Suite 107. If this is your first or second appeal of the academic year, the Campus Safety & Risk Manager (or designee) can review your appeal. For subsequent appeals, an appeals committee will review your appeal. Allow 30 days for appeals to be heard and a decision to be made. You will be notified of the outcome. If your appeal is upheld, your record will be cleared. If the appeal is not upheld, you must pay the fine.

Name: _____
(Last name) (First name) (MI)

Check one: Student _____ Employee _____ Other _____

Address: _____ Phone Number (____) _____ - _____

Email address: _____ (for appeal decision notification only)

I am appealing Parking Ticket # _____ received on _____

Reason for appeal (use back side if necessary) _____

Signature _____ Date _____

For Office Use Only:

Number of Warnings Issued This Academic Year: _____ Copy of Citation Attached: _____

Number of Citations Issued This Academic Year: _____ Citation Number: _____

Number of Appeals Filed This Academic Year: _____ Committee Review: _____

Dept or Security Officer Comments: _____

Appeal Decision:

_____ Appeal upheld _____ Adjust Record/Void Fine _____ Notify Bursar's Office

_____ Appeal denied _____ Notify Student _____ Notify Finance Office

Comments (optional): _____

Signature _____ Title _____ Date _____