

**UA Parking and Traffic Appeals Committee
Traffic and Parking Citation Appeal Form**

Please Read Carefully Before Completing

Upheld _____
Denied _____
Reduced _____
Warning _____

1. Any written appeal of a parking citation, boot, or tow to the UA Parking and Traffic Appeals Committee shall be delivered to the UA Transit and Parking Department, 155 S. Razorback Road or email to **prkappl@uark.edu** . Any written appeal of a university traffic citation to the UA Parking and Traffic Appeals Committee shall be delivered to the UA Police Department, 155 S. Razorback Road.
2. For boots and tows, all citations must be paid in order to appeal, but may be refunded in whole or in part if the appeal is upheld. **For other citations, if the appeal is submitted within 10 business days, the citation amount is not required to be paid pending the outcome of the appeal;** after 10 business days, the citation must be paid to appeal, but may be refunded in whole or in part if the appeal is upheld. **For all types of appeals, if not submitted within 90 calendar days of the date of the citation, boot, or tow, the appeal will not be considered by the Committee.**
3. All Committee appeals of parking (not traffic) citations will incur a **\$10 administrative fee** when filed.
 - a. The purpose of the fee is to help defray administrative costs of appeals and to discourage frivolous appeals.
 - b. The fee will be refunded if the appeal is upheld.
4. The first stage of a Committee appeal is a written appeal. To appeal, complete and submit this form, including the reason or reasons for the appeal. Evidence supporting the appeal (such as photos) may be attached, as well. A separate appeal must be filed for each citation.
 - a. **A lost ticket, forgetfulness, parking only for a short period, failure to display a vehicle license plate, that someone else parked the vehicle, or failure to see a parking sign are not grounds for an appeal and appeals should not be submitted on these grounds.**
5. The primary reasons for appeals to be approved are errors in the issuance of the citation, boot, or tow, or very extenuating circumstances.
6. Following review of the written appeal, persons are provided written notification of the outcome via email.
7. If the written appeal is denied in whole or in part, a request for an oral appeal may be submitted within **10 business days** of the written appeal denial. There is no additional charge for oral appeals to the Committee.
 - a. A request for an oral hearing before the full Committee is made by contacting the Transit and Parking Department by email to prkappl@uark.edu to request an appointment.
 - b. Following an oral hearing, the Committee will make a determination, and the person will be notified in writing of the final outcome of the Committee appeal via email.
 - c. If a request for an oral appeal is not submitted within **10 business days** of the date of the decision on the written appeal, the appeal will not be considered by the Committee.
8. **I have read this form and the UAF Parking and Traffic Regulations: Yes _____ No _____**
9. Concealed handguns are prohibited in Appeals Committee meetings per Ark. Code. § ACA-5-73-322 (e).

Please Type or Print Legibly Faculty/Staff _____ Student _____ Visitor _____

Appellant Name _____ ID# _____
Last/Family First MI

Appeal Address _____ Phone _____
Street Address City State Zip

Permanent Address _____
Street Address City State Zip

Citation# _____ Date of Citation _____

Email Address _____

Check the reason or reasons for the appeal. You must also provide a written statement in the space provided and attach additional pages. Evidence supporting the appeal (such as photos) may be attached, as well. Failure to provide an explanation of the error of citation issuance or extenuating circumstances will result in the appeal being denied.

_____ The citation, boot, or tow was issued in error.

_____ Very extenuating circumstances.

Date: _____ Signature: _____