Received _____	Upheld _____
Reviewed _____	Denied _____
Committee _____	Reduced _____
Oral _____	Warning _____

UAF Traffic Appeals Court
Parking Violation Appeal Form

Please Read Carefully Before Completing

1. Any written appeal for consideration by the **Traffic Appeals Court** is to be made at the Transit and Parking Department within **five** class days after the date of the ticket. After five days, the ticket may still be appealed, however, it must be paid first. Your copy of the ticket must be filed with appeal. **Each ticket must be appealed on a separate form.**
2. Once the vehicle has been booted or towed, all tickets must be paid before they can be appealed.
3. A processing fee of $10 per ticket will be charged when the appeal is filed. The fee will be refunded if the appeal is **upheld.**
4. An appeal must address the violation and be based on very extenuating circumstances that caused violation of the parking and traffic regulations, before it will be reviewed by the Appeals Court. **A lost ticket, forgetfulness, parking only for a short period, failure to display a parking permit, and/or not seeing the signs are <u>not</u> grounds for an appeal.**
5. The initial **written appeal** will be reviewed to determine if it meets administrative guidelines. If it does not, the initial appeal will be denied. If denied, the appellant may present his/her case orally before the entire committee, provided the administrative guidelines have been met. An appointment for an **oral appeal** may be made by contacting the Transit and Parking Department at 479-575-8738
6. I have read the UAF Parking and Traffic Regulations. Yes ___ No___
7. Handguns are prohibited in Appeals court meetings ACA-5-73-322 (u)

Please Type or Print Legibly Faculty/Staff [ ] Student [ ] Visitor [ ]

Appellant Name _____ UID# _____
Last/Family First

Appeal Address _____ Phone _____
(Street Address) (City) (State) (Zip)

Permanent Address _____
(Street Address) (City) (State) (Zip)

Citation # _____ Date of Ticket _____

Reason(s) for Appeal (Be specific, use back if necessary):

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Date: _____ Signature: _____