

## Parking Ticket Appeal Process

1. Appeals must be accompanied by a written statement within ten working days of the issuance of the ticket to the Office of Residential Life/Security Office, Room 122 McCall Hall, UMC.
2. The monetary fee for the violation must be enclosed in the envelope and submitted with the appeal. This amount will be returned if the appeal is granted.
3. Include with your full explanation: your hang tag permit number, name and return address.
4. An independent committee student, faculty and staff representation will review the appeals.

DATE:

NAME:

ADDRESS:

PERMIT #:

EXPLANATION: