



PARKING VIOLATION APPEAL FORM

Please READ before proceeding.
Appeals may not be discussed at the desk - paperwork only.

INSTRUCTIONS:

- You may challenge or appeal certain violations within seven (7) calendar days of issuance. We will not accept appeals past 7 days.
- Refer to TWU Parking Guidelines at www.twu.ca/parking before appealing a ticket. By parking on this campus, you are expected to read, understand, and comply with TWU Parking Guidelines. The guidelines will be the basis of Parking Service's decision on your appeal.
- The person appealing the violation will be notified via e-mail or phone of the Parking Service's decision.
- Listed below are examples of parking violation appeals that have been denied:
 - Parking on a yellow curb, white lines, yellow lines
 - Parking Permit not displayed
 - Parking in a fire lane, handicapped spot, reserved spot
- The following reasons are not considered grounds for an appeal:
 - "I didn't know I had to pay for parking"
 - "Others were parked there and didn't receive tickets"
 - "I was just running in to drop something off"
 - "I didn't have time, I was running late"
 - "I didn't know I couldn't park there"
 - "I've parked there before and didn't receive a ticket"
 - "I already pay enough for parking, I shouldn't have to pay a ticket too"

**** Decisions made by Parking Services are final. Violation cancellations will be at the discretion of Parking Services only. ****

Type:	Name: _____
Faculty ()	Student Number: _____
Staff ()	Ticket Number: _____
Student ()	Date of Appeal: _____
Contractor ()	Email: _____
Visitor ()	Phone Number: _____

Appeal:

For office use only

Appeal Results & Comments: _____
