Form 105-072
Rev. 06/16

NOVA | Northern Virginia Community College

Parking Services: Parking Citation Appeal

Appeals may also be submitted online at **https://www.nvcc.edu/parking**. Appeal must be submitted within **15 days** of citation issuance. **Verbal appeals are not accepted.**

Name: _____ **Student ID / EMPLID:** _____

Address: _____
Street

_____
City **State** **Zip**

Email: _____ **Phone #:** _____

Citation #: _____ **Date Citation Issued:** _____

Appeals must show why the facts of the citation are incorrect (i.e., "I did not park in the 'A' lot"). You may add attachments as necessary. A $10 fee is applied to all denied appeals.

I appeal this ticket because: _____

_____

_____

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The appeal decision will be sent to your **student email** or the email address provided if you are not a NOVA student. If your appeal is denied, you must pay for the ticket within 30 calendar days of the date of the citation, or 15 days from decision letter, whichever is later. A $10 admin fee is applied to past due citations. There will be a hold placed on your student records until all fines and late fees are paid. A $10 processing charge is applied to all denied appeals. **Appeal decisions are final.**

Signature: _____ **Date:** _____