

Received by: \_\_\_\_\_

Date received: \_\_\_\_\_

# **OLYMPIC COLLEGE PARKING APPEAL**

**~PLEASE PRINT CLEARLY~**

**NOTICE:** All persons have the right to appeal any parking citation within five (5) working days of the initial citation date. To file an appeal, read the instruction sheet, complete this form and attach a *copy* of the citations(s). **The following are unacceptable grounds for appeal: unaware of the rules, forgetfulness, parking only for a short period, failure to or improper display of a parking permit, failure to notice signs.**

**IMPORTANT:** Incomplete **or illegible** forms *cannot* be processed. Complete information will be necessary for an accurate, timely ruling.

**Date** \_\_\_\_\_  
**License Plate #** \_\_\_\_\_  
**State** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City, State, Zip** \_\_\_\_\_  
**Phone #** \_\_\_\_\_  
**Student ID #** \_\_\_\_\_  
  
**Amount Paid**     **\$** \_\_\_\_\_  
**Date Paid** \_\_\_\_\_

**CHECK ONE:**  
**Student**  **Faculty**   
**Staff**  **Admin**   
**Other**  \_\_\_\_\_

**Permit #** \_\_\_\_\_  
**Citation #** \_\_\_\_\_  
**Date of Citation** \_\_\_\_\_  
**Citation Location** \_\_\_\_\_

The following is a complete description of my case: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Action desired: \_\_\_\_\_

I affirm that the foregoing information is true and correct.

Signature: \_\_\_\_\_

If dissatisfied with the decision of the Security Supervisor, a second appeal may be submitted in writing to the Parking Appeals Board. You must submit the appeal within fourteen (14) working days after you receive the letter from the Security Supervisor. Instructions for process and mailing your second appeal are found on the instruction sheet on the back of this form.

### **For Office Use Only**

**Priors:** Yes  No      **Violations:** \_\_\_\_\_

**Appeal:** Approved  Denied      **Reason for denial:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# **OLYMPIC COLLEGE PARKING APPEAL**

## **INSTRUCTIONS**

### **BEFORE APPEALING YOUR CITATION, PLEASE CONSIDER THE FOLLOWING POINTS:**

1. When you become a student, or accept a position with Olympic College, you agree to abide by the rules and regulations of the College. The Parking Regulations are a part of this campus policy.
2. Ignorance of the regulations is not a valid excuse.
3. Permit holders are not, at any time, guaranteed a parking space near classes or the fact that other vehicles are parked improperly does not constitute a valid excuse.
4. If emergency or other extenuating circumstances are used as an excuse, documented proof must be attached to your appeal.
5. Your initial appeal must be submitted in writing to the Supervisor of Security within five (5) days from the date of the citation.
6. If dissatisfied with the decision of the Security Supervisor, a second appeal may be submitted in writing. You must submit the appeal within fourteen (14) working days after you receive the letter from the Security Supervisor to verify date of receipt. You will be notified of your Appeal Board Hearing date in writing. Appeals submitted after fourteen (14) day period will be denied.
7. The written request for the second appeal should be addressed to:  
Parking Appeal Board  
Student Services  
Olympic College  
1600 Chester Avenue  
Bremerton, WA 98337-1699
8. The decision of the Appeal Board is binding.