



Carroll University Public Safety Department Parking Ticket Appeal Form

Name _____ E-mail _____

Student ID Number: _____ Ticket Number: _____ Date Issued: _____

Home Address: _____
Street City State Zip

School Address: _____ Phone No.: _____
Res Hall Room # Cell Home

Vehicle License Plate #: _____ Parking Permit #: _____

- You must use a **separate form for each ticket** being appealed.
- You must **self address the envelope** provided and attach, **do not seal the envelope**.
- Resident students use school address
- You must attach a **photocopy** of the ticket to this form.
- Please provide a written statement of your reasons for appealing the above parking violation in the space below.
- If additional space is needed please attach additional documentation.
- If you are a guest, please list the full name of the student/meeting you were visiting/attending.
- **All of the above information must be completed for the appeal to be processed.**

Submit appeal by mail to: Carroll University, 100 N. East Ave., Waukesha, WI 53186, Attn: Public Safety
Or Drop-Off in person to: Department Of Public Safety, 208 Wright St., Waukesha, WI 53188.

The Appeals committee will review your appeal and you will be notified by mail of the results.
While the ticket is in the appeals process the violation penalty will not increase.

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Officer Reviewed

Officer Signature: _____

Comments: _____



Parking Appeals Information

On your appeal, state the reason(s) you feel the citation was issued in error.

Invalid reasons for Appeal:

If any of the reasons listed below are why you are appealing a ticket, the appeal will be automatically denied.

- Personal convenience, lack of a parking spot near your destination, running late, etc. It typically requires some time to locate a parking spot on campus. It is suggested that drivers plan their schedules accordingly.
- Not knowing parking rules: Parking regulations are published in the student handbook and online. It is the driver's responsibility to know the parking rules and to comply with all posted signage and line markings. It is the students, faculty and staffs responsibility to obtain a valid parking permit for their guest to ensure that their guest does not experience parking problems.
- How long you were parked in violation: Officers will issue a citation to any vehicle parked in violation of regulations. An appeal that states that the vehicle was only parked for two minutes, five minutes, etc. is not considered valid.
- A restricted/prohibited violation during evening or weekend hours: All parking restrictions and prohibitions are enforced 24 hours per day, seven days per week, 365 days a year.
- The need to load or unload: With the exception of several spots with time restrictions, all loading/unloading parking permission requires authorization from the Department of Public Safety.
- The appellant's stating that they did not see the sign or line markings: It is the driver's responsibility to know the parking regulations and to comply with all posted signage and line markings.
- Forgot to put permit on my car: Drivers must display a permit in order to park legally. Permit must be attached to the lower left corner of the vehicles rear window by its own adhesive. If your permit becomes damaged or missing, it is your responsibility to notify the Department of Public Safety immediately.
- A vehicle malfunction: Drivers who experience a vehicle malfunction and cannot move their vehicle, should work with The Department of Public Safety for temporary special permission.
- Overnight Parking: Overnight permits are available for purchase at the Department of Public Safety and are only valid for lots 5N, 9, 10, 12 and 25.
- Medical Conditions: Only valid state-issued handicap permits or plates are recognized for handicap parking purposes. You may call the Department of Public Safety to arrange a ride to your campus destination.
- Different Vehicle: It is your responsibility to get a temporary permit for your temporary vehicle.
- Personal Safety Concerns: Call the Department of Public Safety for an escort if you have safety concerns about walking to your destination.

The Appeals Committee is made up of staff & students and decisions are final.

If you have any questions, please refer to the Student Handbook or visit
- carrollu.edu/public-safety for complete parking regulations.