

Lakeland College
Parking Ticket Appeal Form

PROCEDURES:

You have 5 days from when the parking ticket was issued to appeal. If the appeal is upheld, the parking ticket and any fines incurred from the appealed parking ticket will be cancelled. If the appeal is denied, the amount of the parking ticket will be applied to the student or staff/faculty account, unless payment was already received. A written reply to your appeal will be emailed to you in a timely manner. Appeals may also be submitted via email to Safety&Security@lakeland.edu. The parking ticket number in the upper right corner of the ticket **MUST** be included on this form. As well as the ticket or a copy of the ticket. **"Please be sure to write legibly"**

Ticket Number _____

I.D. Number _____

BASIS FOR APPEAL:

Print Name _____ Signature: _____

E-Mail Address _____ Date Appeal Filed: _____

Safety & Security Officer: _____ **Date:** _____

Committee Action:

- ☐ Appeal Upheld
- ☐ Appeal Denied

Basis for Action: _____

Date: _____ Signature: _____

Date Notification Sent Out: _____

***Once completed please email to Safety&Security@lakeland.edu or you may drop off the appeal form to the Safety & Security office located in the Lower Level of Brotz Hall North entrance Room 19.