

HOFSTRA UNIVERSITY
OFFICE OF COMMUNITY STANDARDS
PARKING & MOVING VIOLATION APPEAL FORM INSTRUCTIONS

Please note all parking appeals must be submitted within 10 business days of receiving the ticket.

1. Parking & moving violations can be appealed **only by registered Hofstra students**.
2. When appealing a ticket, you can either appear in person to present your case before the Student Conduct Board or have the Board review your written statement only. Please mark your choice in the designated place on the appeal form. In your absence, the Board will review your written statement and supporting documentation only.
3. Appeals will be heard on a first-come, first-serve basis between 4-5PM on the following dates:

<u>Fall 2010 Semester</u>	<u>Spring 2011 Semester</u>
September 14 (145 Student Center)	February 2 (142 Student Center)
October 5 (145 Student Center)	March 2 (142 Student Center)
November 2 (145 Student Center)	April 6 (142 Student Center)
December 7 (145 Student Center)	May 4 (142 Student Center)
4. A copy of your ticket (both front and back sides) must be attached to the appeal form. **Appeals that do not include a copy of the ticket will not be considered.** If you lost your ticket, please contact the Public Safety Office at (516) 463-6606 to obtain the required ticket information.
5. All appeals **must** include a written statement explaining the circumstances leading up to the ticket being issued and the grounds for appeal. This statement is to be attached to the appeal form.
6. Additional supporting documentation and evidence is to be attached to the appeal form and will be considered along with your written statement **at the discretion of the Student Conduct Board**. Supporting materials can include diagrams, photographs, documentation of an emergency (medical or otherwise), or anything else that will provide the Board with more information regarding the situation.
**All pictures must be submitted and approved prior to hearing date by Assistant Dean Betz*
7. The completed appeal form is to be submitted, along with the required written statement and copy of the ticket, as well as any additional documentation, **at least one business day before the next scheduled hearing**. Forms are to be submitted to the Office of Community Standards, Room 243 Student Center.
8. The decision of the Student Conduct Board is **FINAL**. Appeal decisions are communicated via e-mail to the student's pride account from the Office of Community Standards.

Should you have any further questions or need additional clarification regarding any of the information included within the Parking & Moving Violation Appeal Form, please contact:

Office of Community Standards
243 Student Center
(516) 463-6913
communitystandards@hofstra.edu

PARKING & MOVING VIOLATION APPEAL FORM

Please fill out this form completely and print legibly.

****You must fill out a SEPARATE FORM for EACH TICKET being appealed****

Name

Student ID #

Campus/Local Address

Contact Phone #

E-Mail: _____@pride.hofstra.edu

VEHICLE INFORMATION:

License Plate #: _____ State: _____

Year/Make/Model: _____

TICKET INFORMATION:

Ticket #: _____ Date ticket was received: _____

Was your vehicle towed? No Yes If yes, tow #: _____

Please select the type of ticket received: Parking Violation Moving Violation

Amount of ticket/tow: \$_____ Has ticket already been paid? No Yes (If yes, attach copy of receipt)

PLEASE CHECK ONE OF THE FOLLOWING:

- I plan to appear in person before the Student Conduct Board to present my appeal.
- I request a review of the circumstances that led to this ticket as outlined in the attached written statement, but will not attend the hearing.

NOTE: Written statements and any other supporting documentation are to be attached to this form along with a copy of the ticket. If this appeal is based on emergency circumstances, the requisite documentation should be submitted as evidence.

BEFORE SUBMITTING THIS APPEAL, BE SURE THAT YOU HAVE:

- Filled out this form completely.
- Attached a written explanation.
- Attached a copy of ticket (front & back).
- Enclosed a copy of the receipt if ticket has been paid.

I have fully completed this appeal form truthfully and honestly. I understand that this information is necessary for the Student Conduct Board to render a decision. If I am not present at the time of the hearing, the Board will consider my appeal based solely on the written statement I have attached to this form. I understand and agree that the decision of the Student Conduct Board is **final**.

Signature

Date

FOR OFFICE USE ONLY

PARKING & MOVING VIOLATION APPEAL DECISION

Hearing Date: _____

Student Name: _____

Ticket #: _____

Amount of Ticket: _____

Board Members Present:

Appeal Decision: _____ Grant _____ Deny

Brief rationale supporting this decision:

Signature

Date