

**HOFSTRA UNIVERSITY
PARKING APPEALS
INSTRUCTIONS**

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

1. Please provide a written statement explaining the circumstances leading up to the ticket being issued, the grounds for appeal, and any supporting documentation.
2. A copy of your ticket (both front and back sides) must be submitted with 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 during business hours.
3. The completed appeal form and documents can be emailed to parkingpermits@hofstra.edu.
4. The appellate decision is final. The outcome of the appeal decision will be communicated via e-mail to the student's Hofstra Pride account.

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

The Department of Public Safety
Mack Public Safety and Information Center
(516) 463-6606

PARKING APPEAL FORM

Please fill out this form completely and print legibly.

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

Email the form and documentation to: parkingpermits@hofstra.edu

Name

Hofstra ID #

____ Student

____ Staff

____ Faculty

____ Administrator ____ Visitor

Hofstra Pride Email Address or Visitor Email Address

Contact Phone #

VEHICLE INFORMATION:

License Plate #: _____ State: _____

Year/Make/Model: _____

TICKET/TOW 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/tow already been paid? ☐ No ☐ Yes (If yes, attach copy of receipt)

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.

Signature

Date