

**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) 463-6608 during business hours.

3. The completed appeal form and documents can be delivered to the Department of Public Safety located in the Mack Public Safety and Information Center or emailed to PublicSafety@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

Return the form to: The Department of Public Safety, Mack Information Center or
Email the form and documentation to: PublicSafety@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