

## **Appeals**

Any person who has been issued a parking ticket may file an appeal with the Office of Parking and Transportation Services provided that **no more than fifteen (15) calendar days** have elapsed since the issuance of the ticket. The Appeals Officer will investigate to determine whether or not a violation has occurred and if there were significant mitigating circumstances surrounding the alleged violation to warrant excusing the fine. The Appeal will be entered into the computer system and the billing process will be halted until a decision is made.

- Appeal forms must be submitted within fifteen (15) calendar days from the date of the ticket
- The appeal form may be obtained on the website or at the Office of Parking and Transportation
- The Appeals process is an administrative process; therefore a hearing will not be conducted
- Appellants will be notified by mail or email of the decision within two to three weeks
- The decision by the Appeals Officer is final and binding
- In order for your appeal to be processed in a timely manner, pertinent documentation should be submitted when the appeal is filed
- If appeal request is denied, you will have fifteen (15) calendar days from issuance of denial letter to pay the fine.
- Parking Citations not paid within fifteen (15) calendar days will become past due and a late fee will be assessed.
- Parking Citations not paid within sixty days will be turned over to a Collection Agency

**Virginia Commonwealth University  
Office of Parking and Transportation Services  
659 N. 8th Street, PO Box 980235  
Richmond, VA 23298-0235**