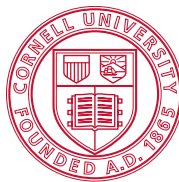


We know that people sometimes have valid reasons for parking illegally. But, if your grounds for appeal sound similar to the below examples, you may want to reconsider submitting it:



Cornell University

But I had my flashers on.

Unfortunately, illegal parking is illegal parking. Whether or not your flashers are on, if your car's there and you're not—you're parked. For short-term parking consider using a metered area. If you're loading or delivering items, you may be eligible to purchase a loading permit. For assistance in finding a legal parking option, stop at one of the information and parking booths.

I didn't know the restrictions.

As a general rule, parking on campus is restricted to permit holders. Parking regulations and permit requirements vary; restrictions are posted at the entrance to each lot.

Anytime you park, look for signs and read them carefully to be sure that you are not violating the posted regulations. If you are unsure of the restrictions for an area where you want to park, contact our office or stop at a booth.

There was no sign saying I couldn't park.

Parking on campus is regulated by permits or parking meters. It is more likely that unless you see a sign that specifically says you may park in a space, you may not legally park there.

I have a permit, but it was in the other car.

Logistically, it's nearly impossible to check to see if a permit has been issued for every vehicle in which none is displayed, before writing a ticket. Please remember to switch your permit if you change cars (and be sure that car is listed on the permit). If you forget, stop at our office or at an information and parking booth and get a temporary permit for the day.

I was on official university business.

No matter what the purpose is for your trip on campus, you must park legally. The registered owner of a car (or the driver, in the case of university-owned vehicles) will be held responsible for any parking tickets. It is against university policy to use university funds to pay parking tickets.

Appeals Guide



Commuter and Parking Services
Appeals Department
116 Maple Avenue
Ithaca, New York 14850-4902
607.255.PARK

Cornell University is an equal-opportunity, affirmative-action educator and employer.

Transportation Services is committed to engendering an environment of safety and mutual respect for pedestrians, bicyclists, and motorists.

I got a ticket, can I appeal?

Yes. If you wish to appeal a ticket, you may do so within ten calendar days of the issue date on the ticket. If you appeal beyond ten calendar days, you must include payment. Your right to appeal is forfeited after 30 days.

Before you appeal a ticket please be aware that there are some grounds for appeal that are not acceptable. These include:

- Lack of knowledge of parking regulations
- Disagreement with regulations
- Other cars also improperly parked
- Late to class or appointment
- Disagreement with or inability to pay the fine
- Parked illegally for only a few minutes

How do I appeal?

Completely fill out an appeals form or write a letter explaining why you think the ticket was issued in error. Submit your written appeal in person, by mail, by fax or via the web. Be sure to include a copy of your ticket (or just the ticket number) and your name, address, and telephone number.

What if I had an emergency?

If you are presenting an emergency or any other extenuating circumstances as cause for your appeal, you must include documentation to support the claim. For example, submit relevant auto repair bills or medical records.

Can I appeal in person?

Yes. Personal appeals are conducted by appointment Monday–Friday from 9 a.m.–4 p.m. Call 255-5688 during these same hours to schedule an appointment. You must also submit your appeal in writing.

What if I disagree?

If you feel there was an error made in the decision, you have ten calendar days from the date of the decision to reappeal. Only cases for which new, relevant factual evidence has been submitted can be reconsidered.

If your appeal is again denied, and you still believe the violation was issued in error, you may have your case reviewed by the Transportation Hearing Appeals Board (THAB). THAB is an independent body comprised of faculty, staff, and student representatives appointed by the University Assembly.

To petition THAB, put your appeal in writing and send it in care of our office. Be as specific as possible when describing the error you believe was made; without this information the board may choose not to review your case. Written requests for review by THAB must be made within ten calendar days of the appeals representative's decision.

If THAB elects to hear your appeal, you will be offered the opportunity to come to a meeting of the Board. You may waive your right to meet in person with THAB, in which case your appeal will be considered in absentia; you must make this request in advance and in writing. If you do not appear for your scheduled hearing the appeals representative's decision will be upheld.

How do I pay the fine?

You may pay the fine in person, by mail, over the phone with a Visa or MasterCard, or—if you are an eligible student or employee—via the web. Payment received after 21 days of the ticket issue date—or after ten days of the appeal decision date—will be assessed a \$10 late fee.

Make checks payable to Cornell University, and write the ticket number on your check. Please do not send cash.