



Campus Security Citation Appeal Form

Appealing a citation: Only unpaid citations may be appealed. The payment of the citation under appeal is suspended without penalty during the appeal process. However, should a finding be made sustaining the penalty, you must remit the fine within ten business days of the date of the finding.

Basis of Appeal: Only appeals alleging written error of issuance contrary to HTC Parking/Tobacco Free Guidelines will be considered.

Guidelines: The appeal form with your copy of the citation must be received at either campus security desk, **within ten (10) business days** of the date the citation was issued. Once it is received, the citation will be placed on a hold status until a decision is made as to the claim. All decisions are final. The decision will be one of the following:

- Uphold (fine amount due)
- Dismissal/Warning (no fine amount due)

Please complete the following by printing all information:

First Name: _____ Last Name: _____

Citation #(s): _____ Student ID Number: _____

Mailing Address Street: _____

City: _____ State: _____ Zip: _____ E-Mail _____

Telephone: _____ License Plate #: _____ State: _____

HTC Permit #: _____ Date of Citation _____ Time of Citation: _____

Explain reason for appeal: _____

Signature: _____

Your citation appeal response will be e-mailed to you.

This appeal form must be legible & filled out in its entirety including appropriate name and e-mail address. Should the appeal process uphold the citation, payment is to be made within ten working days of the decision.