



## Appealing a Parking Citation

The GFU parking policies are designed to ensure that University parking facilities are able to serve all university residential and commuter students, employees and guests; and to maintain positive relationships with private property owners living within and near University property.

The University requires Security Services to enforce the parking policies by patrolling parking areas and streets, and issuing citations to those in violation of these policies.

**Before submitting this appeal please review the parking policies online:**

<http://www.georgefox.edu/offices/security/parking/index.html>

If you received a parking citation but believe that you were parked in compliance with the university parking policies, you may appeal that citation by completing the form below and returning it, **along with the ticket or a legible copy**, to:

Jere Witherspoon in the Student Life Office – Box 6148 – [jwitherspoon@georgefox.edu](mailto:jwitherspoon@georgefox.edu))  
within 10 calendar days of the citation.

**Please note: if you believe you were in compliance with the University Parking Policies, you must state the policy that you are appealing.**

### 🔗 Important items to note 🔗

1. Security Services has no ability to hear or grant appeals and is not part of the parking appeals board.
2. After the CAB's decision you will be notified via e-mail.
3. If you parked in a handicapped or yellow curb (fire lane) area, you may not appeal the citation.
4. Citation fines will be posted to your student account within a few days after receiving your citation, even if you appeal. If the appeal is granted, the fine will be credited back to your account.
5. Important: you **MUST PROVIDE** some kind of evidence supporting your appeal. Evidence can be in the form of a picture, a written and signed statement from someone who can corroborate your testimony.
6. **Faculty and staff should contact the Security office directly if a parking citation is issued.**

**GFU Parking Citation Appeal Form**

Name: \_\_\_\_\_

Auto make/model: \_\_\_\_\_

ID #: \_\_\_\_\_

Citation #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Citation Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Violation Type: \_\_\_\_\_  
(from citation)

Residential Student  (Living Area): \_\_\_\_\_

Commuter Student

Other  (list): \_\_\_\_\_

**Basis for Appeal:**

Was **working for a faculty member** or other full-time GFU employee that necessitated parking in an area different from your assigned parking areas.

*(A note from the faculty member or full-time GFU employee must accompany the appeal.)*

Had a **borrowed car** on campus for the weekend (or just a few days) and failed to get a visitor permit.

*(A note from whoever you borrowed the car or usually has possession of the vehicle must accompany the appeal.)*

Had an **injury** that necessitated parking closer to classrooms but failed to get a handicapped permit (a note from the treating MD or NP must accompany the appeal). *Note: this is not a valid reason for parking in a handicapped parking space and will not be considered for a violation of that nature.*

**I walk to campus**, my car was parked by my residence in the area near campus and I do not drive to or park on campus (provide your Newberg address). *(Must provide PROOF of residence. Contact the Security Office for 'GOOD NEIGHBOR PARKING PERMIT.'*

**Other** (Please explain, **according to the GFU parking policies**, why you believe you were parked in accordance with that policy. **If you need more room for the explanation, please use the back of this form or attach additional paper.**)

---

---

---

**Return the completed form**  
(along with any accompanying documentation to support your appeal)  
and the ticket or legible copy of the ticket to:  
Jere Witherspoon in the Student Life Office, 3<sup>rd</sup> floor Stevens Center – Box 6148  
Or e-mail – [jwitherspoon@georgefox.edu](mailto:jwitherspoon@georgefox.edu)  
**It is recommended that you keep a copy of the completed form for your records.**  
*Appeals submitted 10 days after the citation date may not be accepted.*

<i>Office Use Only</i>
Decision/Rational _____
_____