



Parking Violation Appeal
SUNY Genesee Community College

For Office Use Only

Date Received _____

Received By _____

Mailing Address

Name _____

License Plate # _____

Street _____

Vehicle Make/Model _____

City _____ State _____ Zip _____

GCC Permit # (if applicable) _____

Telephone # _____

Parking Violation # _____

E-mail Address _____

☐ Student ☐ Employee ☐ Visitor

Documents substantiating this statement should be attached. The appeal form must be filed within ten (10) days from the date of the ticket. Please write legibly and be very specific. Diagram if necessary. You will be notified by copy of this appeal form of the decision. The appeal form can be submitted by mail to: GCC Public Safety, Attn: Parking Appeals Committee, One College Rd, Batavia, NY 14020, in-person at the GCC Public Safety Office (located off of the forum), or via e-mail gccsec@genesee.edu

I hereby request an appeal on the issuance of the above parking violation for the following reason(s):

I affirm that the above statement is true and accurate to the best of my knowledge and belief. I understand the decision of the Board is final and binding without further right of review.

Signature _____

Date _____

Student ID Number (if applicable) _____

FOR APPEALS COMMITTEE ONLY – DO NOT WRITE IN THIS AREA

Appeal Granted ☐ Yes ☐ No Date of Meeting _____

Basis _____

Fine Amount \$ _____

Chair, Parking Appeals Board

APPEALS

1. Any person receiving a violation notice has the right to appeal.
2. To initiate an appeal, the individual must file an appeal form at the Public Safety Office within ten days from the time the Parking Violation Notice is issued. Appeal forms are available at the Public Safety Office and online at www.geneseee.edu/parking.
3. Failure to apply for an appeal within the ten-day limit will result in forfeiture of the appeals process.
4. All initial appeals will be in writing and adjudicated by the Dean of Students/Appeals Committee.