



Transportation and Parking Services

Boot and Tow Administrative Policy and Procedures

**APPENDIX B
Parking Rules and Regulations**

Article IV — Appeals

4.1 All first level appeals must be filed on-line at [http:// wfuparking.t2hosted.com](http://wfuparking.t2hosted.com) or from the Transportation and Parking Services website <http://parking.wfu.edu>. The appeal must be completed 14 calendar days from the date which appears on the citation or the appeal will not be accepted. The citation issuance date is not counted as the first day of the 14-calendar day appeal period. A person must have readily available the citation number and vehicle plate number before an on-line appeal can be filed.

Individual appeals must be filed for each citation being appealed. An explanation is required for each citation appealed.

4.2 The appeals officer is appointed by the Transportation and Parking Services Advisory Committee. The appeals officer, a nonpartisan University agent with no relation to parking enforcement authorities, will review the written appeal and may grant or deny the appeal. Notification of the appeal decision will be communicated via email. Appellants can also check the status of their appeal on their parking account, online. Transportation and Parking Services staff does not take part in the appeal decisions; therefore they cannot explain the appeals officer's reasoning for approving or denying appeals and the appeals officer name remains anonymous. If you disagree with the decision, then you must file the second level of appeals within 7 calendar days of receiving the first level decision.

4.3 It is the duty of the Transportation and Parking Services Advisory Committee to review 2nd level appeals. The Transportation and Parking Services Advisory Committee will meet regularly during the academic year for appeal consideration. These meetings are not open for public attendance and the appellant will not appear in front of the Advisory Committee. Second level appeals must be submitted on-line within 7 days of the first level appeal decision.

4.4 Graduating, transferring or terminating students obtaining citations after being cleared by the University, must pay the citation(s) if an appeal is not immediately possible. The student will be allowed to appeal the following semester. If the appeals officer or Transportation and Parking Services Advisory Committee rules in the appellant's favor, monies paid will be refunded.

All decisions of the Transportation and Parking Services Advisory Committee shall be final.