This form is to be taken to the Dean of Students when completed

Louisiana College

Department of Safety and Security
Citation Appeal Form

Section 1 – Customer Information					
I am filing this appeal as a: S	tudent Faculty/	/Staff	Visitor	(Visitors are request	ted to contact Security at (318) 308-6505
Lousiana College ID Number (If Applicable)			Date		
Name			Email Address ***Security will not respond to a personal email account***		
Mailing Address			Phone Number		
City State	Zip Code				
Section 2 – Citation Information					
Citation Number: Date Issued:		Violation:			
License Tag Number:	License Tag State:			Officer IL) #:
Location:	ocation: Permit Number:			Assigned	Parking Area:
The following is a complete descrifind a parking space, or financial if guidelines on the next page for mo	hardship caused by the fin re information.	es do n	ot constitute a si	ufficient basis for a	
I affirm the above information is tr	rue and complete.				
Signature Date					
	Fe	or Offic	e Use Only		
Date Received	Ву		Date Processed		Ву

Section 4 – Guidelines For Filing An Appeal:

- 1. Appealing a citation will not defer Student Account charges.
- 2. Appeals will be based solely on the written statement.
- 3. The questions that parking appeal judges ask when reviewing appeals are:
 - Did a violation occur?
 - *Was the violation avoidable?*

When the answer to both is "yes", the appeal will be denied.

- 4. Be CLEAR in explaining your situation
- 5. Be **RELEVANT** and **POLITE** in presenting your case
- 6. The following reasons are considered as frivolous for appeal:
 - Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
 - Other vehicles were parked improperly;
 - Only parked illegally for a short period of time;
 - Stated failure of parking officer to ticket previously for similar offenses;
 - Late to class or appointment;
 - *Inability to pay the amount of the fine;*
 - No other place to park.
 - Someone other than Security Officer said you could park there.
- 7. Don't appeal "just to give it a shot."