APPEALING A VIOLATION – Suggested Changes for academic year 2015-2016

If you received a parking citation at East Carolina University, you have two options to resolve the situation: (1) appeal the citation (through OneStop) or (2) pay the citation. If you are a guest to the University, you will need to create a guest account before submitting your appeal. If you are unable to appeal online, please obtain a written appeal form which you may acquire from our office located at 305 E 10th Street.

The appeal process was established by the university to provide the person receiving a parking violation an avenue of appeal when requested. Any person receiving a parking violation who feels the citation is not in accordance with ECU Parking Rules and Regulations has the right to submit an appeal, online, or in writing. You may submit an appeal at our office or online at www.ecu.edu/parking. The appeal must be submitted within 10 business days of the issue date of the citation.

Appeals will be considered for the following reasons:

- The vehicle was not in violation of university parking regulations at the time of citation
- A circumstance beyond the operator’s control placed the vehicle in violation

The appeal should present substantial or valid evidence that the parking violation was not committed, or that the occurrence was due to circumstances beyond your control. The appeal process is not a venue for criticisms, complaints or policy debates.

Appeals will NOT be considered for the following reasons:

- Lack of knowledge of 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
- Fire lane violation
- Late to class or appointment (including dropping off assignments)
- Inability to pay fine
- Someone else was driving your vehicle
- No other place to park
- Overtime parking at meters or paystation, including parking at malfunctioning meter
- Failure to notify Parking Services when a vehicle is inoperable
- Forgetting to display a valid parking permit
- Parking in a Reserved space without proper permit
- Stated failure of enforcement staff to ticket previously for same offense
• Lack of knowledge of an event parking notification because you didn’t check your email
• Vehicle parked in Patient Parking when not being seen as a patient (ECU employees/students and Vidant employees are asked to contact P&T to get clearance for their vehicle if being seen as a patient)

**You are not required to pay the citation before submitting an appeal.** If you do pay the citation and your appeal is approved, a refund will be processed. If you paid the citation via the Web, the refund will be put back on the card used; if you paid the citation at our office with a credit card, you will need to bring that credit card in and the refund will be processed. If you paid with cash or check, you will need to come in and fill out a refund card and the refund will be mailed to your permanent address in 3-4 weeks. Please note: You are only permitted to submit 4 appeals an academic year. If the appeal is denied, you are responsible for paying the fine.