

**West Liberty University**  
**Traffic/Parking Ticket Appeal Form**

Traffic/parking ticket number

Parking permit number

License plate number

State

*A traffic/parking appeal must be made within ten (10) days of issuance of the traffic/parking ticket.*

A lost ticket, forgetfulness, parking only for a short period, failure to display parking permit, and/or not seeing the signs are usually **unacceptable grounds for appeal**. Please print legibly and be very specific. You will be notified of the decision of the Traffic/Parking Appeal Committee. Parking rules in all areas of campus apply 24 hours a day, 7 days a week. Parking permits are required no matter where you park on campus, including the campus housing area.

Nature of Appeal - In the space below, state with clarity all reasons and basis for appeal. A diagram showing the manner in which you were parked and locations in question could be helpful. (Use available space on back of this form or attach another sheet if needed)


**Be sure to complete the other side with your contact information**

**Traffic/Parking Ticket Appeal Form (continued)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (Home)

\_\_\_\_\_  
Address (Campus if applicable)

\_\_\_\_\_  
Home phone number

\_\_\_\_\_  
Cell phone number

\_\_\_\_\_  
Email

\_\_\_\_\_  
ID number

I certify that this is a true and accurate statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Return completed form to Campus Police, 208 University Drive College Union Box # 111 West Liberty, WV 26074 by mail or in person to Room 019 Shaw Hall.*

**For Office Use Only - Do Not Write Below This Line**

Appeal Granted ☐ Yes ☐ No Date of Meeting \_\_\_\_\_ Date Notified \_\_\_\_\_

Basis \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Campus Police/Chair Traffic/Parking Appeals

Fine Amount: