



Santa Fe College Rules Manual

Title: **Procedure to Contest Student Procedure 6.8P**
 Parking Violation Notices

Based on Rule 6.8

Effective Date: February 8, 2011

Parking Violation Notices are issued by SF Police Officers to vehicles found in violation of State of Florida, Local Ordinance, or SF parking rules. Occasionally, students contend that they have been wrongfully issued a Parking Violation Notice or that there were special circumstances that justified the violation of parking rules. In order to evaluate these cases, SF has established a Parking Violation Appeals Committee, which consists of six individuals. The Student Government President appoints three student members; the President of the College appoints three staff members and designates a chairperson. The committee meets monthly to consider appeals. A meeting schedule is available at the Parking Appeals website, <http://www.sfcollege.edu/student/parkingappeals>.

Students who wish to contest a Parking Violation Notice must follow these steps:

1. Pay the assessed fine. The driver of the vehicle must bring the Parking Violation Notice to the Cashier's Office in the Robertson Administration Building, Room 052, along with payment for the assessed amount no later than 72 hours after it was issued. A student who fails to meet this deadline will have his/her records flagged and be unable to register and/or receive his/her grades.
2. Submit an online Student Parking Ticket Appeal Form. This online form is available at the Student Parking Ticket Appeals website, <http://www.sfcollege.edu/student/parkingappeals>, and must be received within ten business days following the issuance of the Parking Violation Notice. Failure to submit the form by the deadline will constitute a waiver of the right to contest the violation. The student parking ticket appeal must clearly state the reason for the appeal and may be supported by additional documentation, including drawings, charts, photographs, and/or witness statements.

Appeals Review and Notification Process

The Parking Violation Appeals Committee will attempt to review all Statement of Appeal Forms received by 12:00 noon on the day prior to its meeting. Students who wish to make verbal statements will be allowed time to do so at the meeting. Each student will receive a notification of the committee's decision via eSantaFe no later than seven

working days after the meeting. The committee reserves the right to postpone the review of any appeal pending receipt of additional facts, including testimony from the officer who issued the notice. The decision of the committee is final. The Cashier's Office will be notified of the committee's granting or denial of appeals. When an appeal is granted, the student may submit a copy of the notification and their receipt for payment of the fine to the Cashier's Office and request a refund. Revenues generated from parking fines are used to fund short-term student loans.

Any questions regarding these procedures may be addressed to the Center for Student Leadership and Activities, building S, room 127, or (352) 395-5912.