



# Instructions

1. The written appeal must be submitted within twenty one (21) working/school days after the date of the ticket. In the case where the ticket was not received the appeal must be submitted within 10 working days of the notice.

2. A **CLEAR AND LEGIBLE** copy of the ticket must be filed with the appeal except in cases where the ticket was never received. Not receiving the ticket is not a valid reason for an appeal. Sometimes tickets blow off windshields in bad weather or are removed by vandals.

3. Each ticket must be appealed on a separate form.

4. An appeal must address the violation and be based on a dispute with the validity of the ticket or on extenuating circumstances that necessitated violation of the parking regulations. The following reasons are NOT acceptable:

- A lost ticket or ticket never received
- parking only for a short time
- parking in an illegal spot because there were no other spaces available
- failure to display a current parking permit/decal (even on a new, temporary or loaned vehicle)
- having more than one UML parking decal on your vehicle
- not seeing the signs
- ignorance of parking regulations

5. Duplicate/repeat appeals are not accepted. The decision of the Appeals Committee is final.

**The written appeal will be reviewed by a committee comprised of faculty, staff, and students. You will be notified, in writing, of the Committee's decision within 2 to 3 weeks.**

*Send completed form to:*

**University of Massachusetts Lowell  
Access Services Office  
883 Broadway St.  
Lowell, MA 01854**

**Decisions of the Committee are final**