



Department of Campus Security

STUDENT PARKING TICKET FORGIVENESS

PURPOSE

This policy will establish a parking ticket forgiveness system to provide students of Hollins University with a way to have certain parking violations forgiven upon request.

DEFINITIONS

Approved means the request is granted and the parking ticket fine is waived.

Denied means the request has been denied and the parking ticket fine must be paid or appealed.

Parking Year means August 1 through July 31.

Parking Year Period means August 1 through January 31, or February 1 through July 31.

APPLICABILITY

This policy applies to all Hollins University students; undergraduates and graduates.

POLICY

It is the policy of Hollins University to provide all students with a parking ticket forgiveness system for parking tickets that are issued by security officers of the university.

The Hollins University parking ticket forgiveness system has the following restrictions:

1. Students may forgive two (2) parking tickets per parking year; one (1) parking ticket in the period of August 1 through January 31, and one (1) parking ticket in the period of February 1 through July 31.
2. Parking Ticket forgiveness does not apply to parking tickets for Disabled Space or Fire Lane violations.

PROCEDURES

Student Parking Ticket Forgiveness Process

Persons wishing to forgive a parking ticket shall do so within ten (10) days of issuance of the parking ticket and shall adhere to the following guidelines.

1. The request will be in writing using the university Student Parking Ticket Forgiveness Form.
2. Campus Security will review all student requests to learn of any previous requests that were approved during a parking year period.



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3. Students will be notified by university email if their request is denied due to a previous approval in the same parking year period.
 - a. If the request is denied, the student will have an additional ten (10) days, from the date of denial, to pay the fine or appeal the ticket.
 - b. If not paid or appealed within the additional ten (10) day period, the ticket will be charged to the student's account.
4. No notice will be given for approved requests.

Filing a Request

1. Any student requesting that a parking ticket be forgiven must file a request form at Campus Security in Botetourt Hall within ten (10) days of receiving the ticket.
 - a. Requests will not be accepted after ten (10) days from the date the parking ticket was issued.
 - b. If a request is found to have been submitted after ten (10) days from the date the parking ticket was issued, the student will be notified that the request is not acceptable and to recover their parking ticket at Campus Security to be paid.
2. All applicable sections must be completed on the request form. If the request form is not complete when submitted, the parking ticket will remain active and the fine will stand as is.
3. The yellow parking ticket must be submitted with the request form in order to process the request.
4. For those vehicles that have been towed, submitting a request shall not relieve a student of the responsibility for the payment of towing/storage fees.

Parking Ticket Forgiveness Form

The ticket forgiveness form shall include the following:

1. Student status (undergraduate or graduate)
2. Name
3. Today's date
4. HU ID #



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5. HU e-mail address
6. Telephone number
7. Ticket number
8. Parking permit number
9. Parking permit year
10. Signature

SANCTIONS

This policy is informational and no sanctions exist at this time.

EXCLUSIONS

This policy is informational and no exclusions exist at this time.

INTERPRETATION

The authority to interpret this policy rests with the Vice President for Student Affairs, and is generally delegated to the Director of Campus Security.

Dated: August 1, 2020