



Application for Appeal to Citation Appeals Board

Office of Student Accounts
PO Box 7718
Ewing, NJ 08628-0718

UPDATE: Citations are only eligible for appeal within thirty (30) days of receipt. The Citation Appeals Board does not accept appeals for Municipal Summons. Failure to complete this form in its entirety or legibly will result in the appeal being denied.

This form will only be accepted via email to parking@tcnj.edu.

PLEASE PRINT CLEARLY

Date: \_\_\_\_\_

Local Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\_\_\_\_\_

City State Zip Code

I wish to appeal the following citation(s) under the provisions of the campus motor vehicle regulations:

Table with 6 columns: License Plate #, Citation Number, Date of Citation, Location, Violation, Time of Violation. Contains 4 empty rows for data entry.

METHOD OF APPEAL

Please check whether you wish to appeal virtually to appeal your case or to have a decision rendered on the basis of your signed statement.

\_\_\_\_\_ In-Absentia \_\_\_\_\_ Virtual (Zoom or other)

You will be notified via e-mail of your scheduled virtual hearing. If you are unable to attend your scheduled date, a 24-hour notice must be given to the Citation Appeals Board at (609) 771-3144. Only one postponement is permitted. Failure to appear as scheduled, without notification, will result in your case being reviewed in-absentia. If an appeal is denied, the decision of the board is final. Once your appeal has been heard and a decision has been rendered in-absentia, you may not then request a virtual appearance in order to have the case re-opened. Please do not contact Campus Police in reference to denied appeals.

I have read the above and fully understand the appeals procedures. I certify that all the information provided on this form is true. I also understand that if any false information is given, my appeal may be denied or overturned.

SIGNED: \_\_\_\_\_ TCNJ PAWS ID# (if applicable): \_\_\_\_\_

USE THE REVERSE SIDE FOR WRITTEN STATEMENT

My reason(s) for appealing the citation(s) listed on this application is/are as follows:

While a citation is under appeal, it is considered unpaid pending the decision of the Citation Appeals Board. The citation should be paid in order to avoid registration and transcript hold flags being placed on your student account. Simply filing an appeal does not clear the obligation from your account. For additional information please refer to the Parking Services website at <http://parking.tcnj.edu/>.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_