

Parking citation and appeals procedure

Parking on Lynn's campus is a privilege. All students and employees are expected to abide by the rules and regulations, and park in the appropriate designated lots and/or spaces.

The Department of Campus Safety will issue parking citations to:

- Vehicles parked in unauthorized areas (i.e. vehicles parked in disabled or reserved spaces without authorization or properly displayed sticker)
- Unauthorized vehicles (i.e. vehicles that do not have parking stickers or do not properly display parking sticker)

To file an appeal, complete and submit a [Parking Citation Appeal form](#) within five business days of citation issuance.

- Campus Safety will review each case, make a final determination and notify citation recipients within five business days.
- If an appeal is granted, Campus Safety will void the citation and waive the fine.
- If an appeal is denied, fine payment is due to the cashier within 30 days of the determination.

Pay parking citations to the cashier at the Office of Student Financial Services within 30 days of the date issued.

Student accounts with unpaid parking citations will be placed on hold and may be subject to fines. Outstanding fines may additionally prevent/delay course registration.

Employees should pay the fine in cash or through payroll deduction.