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## Student Summons Appeal Form

Date: \_\_\_\_\_ **Important:**     I Will     I Will Not    appear in person

The purpose of this form is to provide a mechanism to appeal traffic and parking summonses received while on the Middlesex County College Edison campus. Appeals must be submitted within 14 days of ticket issuance date to be considered. This form will be read on your behalf should you not choose to appear in person at the traffic appeals hearing. Complete this form in its entirety and submit to the Police Department in Gateway or fax it to 732.321.0240.

Appeals will be reviewed by the Middlesex County College Traffic Appeals Board. Please include the original or photocopy of the summons received with the submission stating the basis for the appeal. You may also provide any proof, photographs, or documentation that you believe may help your appeal.

*Print Your Name & Address Clearly*

Name: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

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

Location of Violation: \_\_\_\_\_

I hereby appeal Summons # \_\_\_\_\_ issued on \_\_\_\_\_  
(Date summons issued)

**My reason is as follows:**

\_\_\_\_\_  
Signature

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**FOR OFFICIAL USE ONLY:**

**Action:**    Upheld    Void    Date: \_\_\_\_\_    Initials \_\_\_\_\_