

Rosalind Franklin University Parking Control Policy FAQ'S

- 1. Where do I register my vehicle?**
All vehicles must be registered with Campus Security, Suite #L.372.
- 2. What is the general policy for ticketing on campus?**
Any vehicle without a valid parking permit and any vehicle parked illegally will receive a ticket and/or be towed. Examples of violations include, but are not limited to the following: parking in a fire lane, service access, unauthorized reserved space or space that is not allowed with the vehicle's permit and exceeding the allotted time for the space.
- 3. When is the policy in effect?**
Parking rules and regulations are enforced 24 hours a day, 7 days a week, 365 days a year. The [Parking Policy](#) can be viewed on the Campus Security webpage.
- 4. Am I responsible to pay the full amount indicated on the ticket?**
All fees voluntarily paid within five working days of the violation will be reduced to half price. Anyone who appeals a violation will not lose the right to pay half price. If the Appeals Committee upholds the violation the appellant still has five (5) working days from the date of the appeal decision to pay half.
- 5. What happens if I don't pay my fine?**
All parking violation fees must be paid within thirty days or the registered driver could lose their on-campus parking rights.
- 6. What does "posted areas" mean?**
A posted sign is one that designates the spot is for a specific individual or group of individuals (Visitor, Faculty, Reserved, etc.).
- 7. How do I pay a parking ticket?**
All parking violation fees must be paid at the Business Office cashier during regular business hours 8:30 am – 4:30 pm Monday through Friday.
- 8. What if I want to appeal my ticket?**
If you feel you were wrongly issued a parking violation, you may appeal within five working days of the violation to the Parking Appeals Committee. The appeal must be submitted electronically via the [Appeal Form](#).
- 9. Who makes up the Parking Appeals Committee?**
The Committee is composed of members of the administration, faculty, students and staff.
- 10. How do I assure that I am parking legally?**
When you register your vehicle, you will receive the appropriate parking sticker with directions about where to display the sticker on your vehicle and the designated parking area for your permit.
- 11. I am expecting a visitor. What do I need to do to make sure they do not get a ticket?**
If a visitor will be here more than two hours, they should park in one of the general or unrestricted lots. Otherwise, they can park in one of the visitor spaces in front of the main university building. If they park in a 2 hour visitor space and they will be detained beyond this time limit, Campus Security should be notified immediately.
- 12. My car is being repaired and I have a different vehicle temporarily, how can I get a temporary parking pass?**
Notify Campus Security if you are driving a temporary vehicle. You will need to provide them with the make, model, color and license plate number. If you think you will be driving the temporary vehicle for 3 or more days, you will receive a temporary hang tag for the vehicle.
- 13. Can I transfer my permit to another vehicle?**
No, parking permits are non-transferable. Parking permits are valid for the vehicle they are registered to for the life of the vehicle or the extent of the person's relationship with the University.