

IMPORTANT INFORMATION PARKING CHARGE NOTICE (PCN)

APPEAL PROCESS



If you are a registered student at Heart of Worcestershire College and have received a parking charge notice please do the following:

- Send a copy of the paperwork you have received to Donna Gibson, Principal's Office, Osprey House - email parking@howcollege.ac.uk Please include your full name and student ID number.
- Do not submit an appeal to Parking Eye. College will contact Parking Eye on your behalf. This will be quicker than appealing via Parking Eye and POPLA and it will not incur any charges.
- You must ensure that you have added your registration number to the student portal, this will stop further parking charges from being issued.

College Staff on Reception or in the Advice Centres are not able to contact Parking Eye or complete the appeal process for you.

To resolve the issue please submit your paperwork from Parking Eye as soon as you receive it to parking@howcollege.ac.uk