

Important Information for Students if a Parking Charge Notice (PCN) is Received



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, Bromsgrove Campus - email parking@howcollege.ac.uk Please include your full name, student ID number, registration number and date of the event.
- **Do not submit an appeal to Parking Eye. College will deal with the charge on your behalf.** This will be quicker than appealing via Parking Eye and POPLA and it will not incur any charges. **Please note that once a charge has been paid it cannot be appealed or refunded.**
- Add 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