

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

PARKING/TRAFFIC TERMS and CONDITIONS

2025–2026

Revised — Visitor Definition Updated

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ARTICLE I: General Information; Definitions

To maintain a safe and operationally efficient High Point University (HPU) campus, parking must be managed appropriately. To standardize control, parking regulations have been published by the University's Parking Office and have been approved by the University Administration. PARKING TERMS and CONDITIONS, including lot/space utilization, may be modified without notice. High Point University is a paperless citation campus. Citations are sent via email to the registered owners HPU email address. Security may leave a reminder that a citation has been issued on the vehicle, this is NOT the citation. Note: The absence of the reminder is not grounds for dismissal of a citation.

A. Definitions

- AVI:** Automated Vehicle Identification; a radio frequency identification (RFID) system used to pre-vet a motor vehicle campus entry.
- Student:** Persons enrolled in any class or program at High Point University. This includes graduate students and persons who are not enrolled for a summer session but attended HPU during the previous semester and/or are enrolled to attend during the fall semester. Persons that are classified as Students with the University, and display student parking decals, are never considered as Staff regardless of employment status with the University.
- Early Decision:** Parking is permitted in assigned lots and designated spaces that correspond with the window decal displayed on the inside of the driver's side windshield i.e.: ED-1 / ED-2 etc. These special parking spaces are reserved for the assignee group 24 hours 7 days a week. *Parking in any other space on campus, other than 30/60 minutes, is prohibited and subject to citation.* Early Decision

spaces cannot be "loaned" to anyone else. This space is available to the student for one (1) academic year only, beginning with the fall semester and ending with the spring semester.

d. Staff: Non-faculty employees of HPU and select leaders of HPU auxiliary partners. This includes HPU employees that are currently enrolled in classes.

e. Faculty: Persons assigned teaching responsibilities, including Adjuncts, as well as Assistant Vice Presidents.

f. VP/P/Dean: Employees designated as Vice President, Senior Vice President, Provost, President, and Dean.

g. Auxiliary Partners: Auxiliary Partners are persons that are not directly employed by the University but work directly with High Point University on a full or part time basis. Examples: Maintenance: both building and grounds, Housekeeping, Harvest Table, Food Services, Bookstore Employees.

h. Vendor/Contractor: Persons contracted to work on campus who are not operating a clearly, company-identified vehicle, and who do not qualify as "Auxiliary Partners."

i. Visitor: A visitor to High Point University is defined as any person whose vehicle does not display an HPU parking decal and who is not required to have one. You may be visiting a building, office, or area on campus, but that alone does not make you a "visitor" for parking purposes. HPU registered vehicles, or vehicles required to be HPU-registered, shall never be considered visitor vehicles regardless of their destination on campus.

j. Speed Limit: Campus wide speed limit is 15mph.

B. Decal Designations

a. Silver: Vice-President and Dean

b. Red: Faculty, both Full-time and Adjunct

c. Green: Staff Members and Sponsored Contract Holders

d. Yellow: Auxiliary Partners

e. Purple: Student – Undergraduate, Graduate, Doctoral. Both Full-Time and Part-Time

C. Conveyances

a. Motor Vehicle: Any engine or motor-powered, occupiable machine manufactured primarily for use on public streets or highways that can exceed 25 MPH and that is typically required to be state DMV registered. Vehicle must be currently registered by the DMV of the state of residence.

b. Golf Carts: Individually owned and/or operated Golf Carts, ATV, UTV or other low speed vehicles are not allowed on HPU Property. This also includes but is not limited to the keeping of said golf carts and other conveyances on HPU property. Only such vehicles that are approved by HPU Campus Police/Security Dept Management and HPU Transportation Dept may be utilized on HPU Property.

c. Motorcycle: A two or three wheeled, open station powered machine of greater than 50 cubic centimeters of piston displacement designed to carry one operator and no more than one passenger, manufactured primarily for use on public streets or highways, which can exceed 30 MPH on a level surface, and that is typically required to be state DMV registered. Vehicle must be currently registered by the DMV of the state of residence. The use of DOT approved helmets is required while on HPU

Property.

d. Moped: A two-wheeled, open station machine manufactured with an engine or motor of no more than 50 cubic centimeters of piston displacement and no external shifting device, including electric and rechargeable vehicles. A moped or scooter cannot exceed 30 MPH at top speed on a level surface. mopeds and Scooters are NOT to be ridden inside of buildings, on sidewalks, nor stored inside of buildings. A "moped" or "scooter" that exceeds said parameters shall be classified as a motorcycle and must be registered by the DMV of the state of residence. The use of DOT approved helmets is required while on HPU Property.

e. Self-Propelled Devices: The use of battery-operated self-propelled conveyances are prohibited on HPU owned property. This includes but is not limited to: Electric Bikes, Scooters, Unicycles, Skateboards, and other such conveyances. *All Other Battery-Powered and Gas-Powered Personal Transport Devices: Prohibited from use except as permitted under the Americans with Disabilities Act.*

f. Minibike: A small, two-wheeled, motorized machine that is unable to be state registered. Prohibited to operate on campus.

g. Bicycle: One, two, three, or four-wheeled, human-powered device that may have an auxiliary/added motor not to exceed one-half horsepower, may not be battery powered.

D. Parking Space

The paved area designated by painted parallel lines on either side, or a line on one side and a curb on the other, or as a parallel to the curb space as designated by pavement markings. In a gravel area, parking blocks are placed to indicate parking spaces. When a vehicle is parked in a gravel area, it must be perpendicular to the parking block. Only one vehicle to a parking block permitted. The absence of marking or signage DOES NOT indicate that parking is allowed.

a. Auxiliary Partners (A.P.): Resident contractors (i.e., daily contractors, e.g., Harvest Table, Budd, 1924 Prime, Bookstore) that are required to park in specified lots:

- i. Aldridge Village shall park in the southernmost spaces south of the Village Grille (closest to Parkway Commons).
- ii. North College Administration shall park in front of the building.
- iii. North College Court shall park in spaces closest to the building's southeast corner (near dumpsters).
- iv. Silver Line Diner shall park in spaces along University Parkway closest to the fence line.
- v. All others shall park at the Museum District (old IHM facility) lot at the corner of Qubein Avenue and Centennial Street and utilize HPU provided transportation, Gold Line.

E. Liability

High Point University assumes no responsibility for damage to a vehicle, or the contents therein, while parked or while being operated on campus or as prescribed under Article VI.

F. Geographic Applicability

HPU Parking Terms and Conditions shall apply to all persons residing, parking and/or operating motor vehicles on High Point University property and contiguous city streets.

G. Enforcement Periods

Parking regulations, except where specifically excluded herein, are enforced 24 hours a day/7 days a week, 365 (366 leap year) days a year. This includes but is not limited to: Fall Break, Holiday Breaks, Spring Break, and Summer Breaks.

a. Exclusion: 30/60 MINUTES, RESERVED, FACULTY, VISITOR, STUDENT HEALTH SERVICES, and ADMISSIONS lots/spaces are enforceable Monday–Friday, 7am–5pm.

H. Permissible Locations

a. Parking is permitted in marked/defined spaces only. Parking on any grass or natural area is prohibited, except where permitted by sign and access. The absence of "No Parking" signs or painted curbs does not indicate that parking is permitted.

I. Responsibility

Students, faculty, and staff are responsible for their visitors and will be held financially responsible for HPU parking/traffic citations issued to family members or friends who use their registered vehicles.

J. Disabled Vehicles

Any person experiencing mechanical difficulty with a vehicle that is disabled or malfunctioning must notify Campus Police/Security at the time of the malfunction. The driver may be required to furnish proof (written or otherwise) to Police/Security that the vehicle is disabled. Drivers are required to remain with any vehicle that becomes disabled in the roadway or travel lane until Police/Security can assess the impact on traffic flow.

K. Loaned Vehicle

The registered owner of a vehicle is responsible for any/all tickets or moving violations issued to said vehicle, even if loaned to someone else.

L. Campus Access

The HPU main campus is open to the public between the hours of 8am–8pm, seven days a week. During said hours vehicles may enter campus and park with an HPU visitor permit in any non-illuminated ADMISSIONS, VISITOR, or any undesignated/unmarked space. Faculty, Staff, Students, and Auxiliary Partner are required by policy to have your vehicle registered; you must display a valid HPU parking decal on the vehicle. Persons/vehicles entering between the hours of 8pm–8am, seven days a week must present a valid HPU AVI-registered vehicle, an HPU Passport to enter campus, or must be an invited guest via HPU visitor management and must display an HPU visitor parking permit between 8pm and 8am, may park without an HPU permit in any non-illuminated ADMISSIONS, VISITOR, or any undesignated/unmarked space.

ARTICLE II: Motor Vehicle Registration Required

A. Mandatory Registration

All students, faculty, and staff are required to register their vehicles with Security at the Wanek Center Security Desk 9:00 am until 9:00 pm/7 days a week. The larger of the two HPU parking decals is to be adhered to the rear exterior of the assigned vehicle using the supplied adhesive. The decal must be applied so that the decal is clearly visible when standing 10 feet directly behind the center of the vehicle. "Taping" or the use of magnets is prohibited, any alteration to the HPU parking decal is also prohibited. It is the registered owner/driver responsibility to maintain up to date vehicle registration with the University. Failure to do so may result in the

issuance of citations and/or referral to the Office of Community Standards for disciplinary injunctions. Decals remain the property of HPU and must be surrendered upon request to authorized University personnel.

B. Guest/Visitor Parking Permits

Overnight guests must obtain a guest parking permit (no charge) from any Welcome Center or via the Visitor Management System. Please see Article I.A.i for the definition of a "guest/visitor." Visitors should be registered by hosts online at my.highpoint.edu. Visitors and guests will be issued a yellow visitor hang tag while on campus, between the hours of 8:00 am and 8:00 pm. The hang tag must be hung from the rear-view mirror or displayed face up on the driver side dash, the officer at the Welcome Center will designate the date and time of entry on the Visitor Hang Tag. Between the hours of 8:00 pm and 8:00 am guests are to be registered prior to entry onto campus. They will be issued a guest parking permit that must be displayed on the dash, face up or hung from the rearview mirror while parking in a non-marked space.

C. Temporary Parking Permits

A 14-day temporary parking permit may be issued at no charge to anyone who is required to register his/her vehicle. Defined as a vehicle that will only be parked on HPU Property for the time limit as stated below example: 1) Newly purchased vehicle awaiting issuance of state issued license plate, 2) Vehicle being repaired and driving a temporary replacement vehicle. Temporary permits shall be displayed on the dashboard of the vehicle with the permit number facing the windshield. A temporary parking permit may only be issued twice for the same vehicle or to the same person within 90 days of the first issuance. Extenuating circumstances shall be evaluated on a case-by-case basis. Vehicles that display HPU Parking decals are never allowed to display Temporary Parking Decals. Students who have had HPU parking privileges revoked are not eligible to obtain or use temporary parking permits, until their privileges have been reinstated.

D. Service & Delivery Permits

A Service & Delivery hang tag is available from the Parking Office to those with a need to park privately owned vehicles near buildings while conducting university business. They are valid for one-hour increments from Monday–Friday, 7:00am–5:00pm, with no time duration outside said hours. Persons displaying STUDENT parking decals may never occupy a Service and Delivery space for any reason. Requests for Service and Delivery hang tags must be made by the Vice President over your division. Service and Delivery hangtags are non-transferable nor loanable to other individuals. Service and Delivery hangtags MUST be returned to the Parking Office if your employment status with the University ends. Application for said permit may be made by emailing parking@highpoint.edu.

E. Contractor / Vendor Parking Permits

All Vendors and Contractors are required to obtain contractor hangtags at Contractor Services at 1141 Lexington Ave (College Village Shopping Center) 7:00 am till 4:00 pm. To obtain Contractor Passes and/or HPU Parking Decal after hours please go to the Campus Police Department at North College Administration 1911 North Centennial Av. Vehicles that are required to display HPU Parking Decals are never permitted to display Contractor hangtags. Please note that currently registered students at HPU are never allowed to be issued Contractor Passes.

F. Special Parking Permit

A special, temporary hang tag is available from the Parking Office to those who have unique circumstances. HANDICAP PLACARDS are ONLY issued by the state of residence. HPU does not issue any type of HANDICAP PLACARDS for any reason. Parking privileges, location, and duration shall be determined on a

case-by-case basis. Application for said permit may be made by emailing parking@highpoint.edu.

G. HPU Decal Placement

Two HPU decals shall be displayed on all four-wheeled vehicles. The larger of the two (2) decals is to be adhered to the rear exterior of the assigned vehicle using the supplied adhesive. The decal must be applied so that the decal is clearly visible when standing 10 feet directly behind the center of the vehicle. Vehicle should be cool to the touch in the location the decal is going to be applied. The small decal is to be adhered to the inside front windshield, near the top center, and parallel to the ground so that it is clearly visible when standing 10 feet directly in front of the vehicle. If the front decal does not provide access, please email buildingaccess@highpoint.edu. HPU vehicle registration decals shall be displayed as issued and may not be altered in any manner. The use of magnets or other alternative attachment devices is strictly prohibited. It is the registered owner's responsibility to display HPU parking decals in good order. Any decal that is missing any portion of the decal must be replaced. This includes but is not limited to torn, missing any portion, or unreadable condition. Failure to properly display HPU Parking decals as prescribed may result in citations, loss of parking privileges, refusal of entry to HPU property, and/or referral to the Office of Community Standards for disciplinary injunction. Decals remain the property of HPU and must be surrendered upon request or they may be confiscated by HPU officials upon request.

- a.** ED Students will receive a dedicated Early Decision (logo shall change each academic year) decal are to adhere to the inside of the front windshield, driver side bottom corner. Decal may be requested by contacting parking@highpoint.edu. Failure to request and display the ED decal are not grounds for citation appeals received for parking in Early Decision spaces.
- b.** Motorcycles, and Mopeds must be registered and shall display the decal on the left front fork or in close proximity to the left front fork when said fork cannot accommodate the decal.
- c.** Bicycles are required to be registered. Decal shall be adhered to the bicycle frame via supplied adhesive.

H. Vehicle Registration Procedures

Vehicle registration or re-registration for students, faculty, and staff is available online at my.highpoint.edu or www.highpoint.edu/parking. Vendors/Contractors must register their vehicles and obtain a hang tag, in person at the Contractor Services Office located at 1141 Lexington Ave (College Village Shopping Center). After hour registration of vehicle's is by visiting the Security Office at North College. Visitors may register their vehicles in person when entering campus at any Welcome Center. Once vehicle data is submitted, registration is completed by obtaining the parking decal at the Security Desk in the Wanek Center. A valid HPU Passport and original state-issued vehicle registration must be presented to receive decals.

- a.** Decals are valid for as long as the student is currently enrolled or the employee, auxiliary partner, contractor, or vendor is currently employed by or contracted with HPU. Decals will be electronically expired, thus null and void following disenrollment or employment/contract separation.
- b.** Acceptance of HPU vehicle registration decal(s) is confirmation that the registrant/owner/individual has agreed to abide by all HPU PARKING TERMS and CONDITIONS.

I. Handicap Authorization

Campus handicap spaces must be regulated in accordance with guidelines prescribed by the State of North Carolina. Displaying/utilizing an unauthorized handicap hang tag/plaque shall result in a \$250 fine and may result in a judicial hearing. Violators are subject to both a campus HPU parking citation and a \$250.00 NC

citation.

J. Registration Decals Are Non-Transferable

Use of the decal(s) on any vehicle other than the one to which it was assigned carries both a monetary penalty and a misconduct referral to Community Standards (if a student is the violator) and may result in loss of campus driving/parking privileges. The parking decal(s) must be displayed on and attached to the vehicle to which it was assigned in accordance with Article II.F. To obtain a replacement decal due to front windshield or back glass replacement or change of vehicle ownership, student or partner must remove remaining decal, both front and rear, and return to the Wanek Center security desk to be eligible for a replacement set of decals. A police report, bill of sale, or insurance document may be submitted in lieu of decals if the old ones are not available. For damaged decal replacement, please see Article IV.

K. False Registration

Any and all parties involved in false registration or attempting to hide or identify the rightful owner of a vehicle may be subject to monetary fines, referral to Office of Community Standards for review or action, Student Life judicial review (if the party is an enrolled student), and the loss of parking privileges. Any alteration or attempt to alter a decal or permit, or the use of any permit or decal issued to another, to deceive an enforcement officer by obstructing or hiding said decal is a violation of registration regulations and may constitute an honor code violation. This includes but is not limited to "taping" of decal to vehicle glass or body. Use of "magnets" to attach decal to vehicle is prohibited.

ARTICLE III: Parking Spaces/Areas

1. Parked Vehicle: A parked vehicle is defined as one that is stationary, unattended/unoccupied by the driver/operator whether the vehicle is running or not. *Parking along a curb, roadway edge, or in a roadway is considered parking in a fire lane, whether marked or not and subject to ticketing and/or towing.*

2. Admissions & Visitor: Parking spaces designated as "ADMISSIONS" or "VISITORS" are for guests who are not required to have their vehicle HPU registered per Article I.A.i, future students/family, prospective business partners, and official university guests. Any vehicle that is registered with the University or required to be registered may not occupy a visitor parking space at any time regardless of who is driving the vehicle.

3. Student Health: Spaces marked as Student Health are reserved for use while at Student Health. All others are subject to ticketing.

4. Faculty: Parking spaces with the designation "Faculty" are for faculty only and are enforced Monday – Friday, 7:00am – 5:00pm.

5. Reserved: Parking spaces with the designation "RESERVED" are for faculty and staff and are enforced Monday–Friday, 7am–5pm.

6. 30/60 Minute: Parking spaces with the designation of "30" or "60 Minutes" are for temporary parking by anyone (unless designated "STUDENT ONLY"). However, if a vehicle is required to be HPU registered and it is not, it is subject to an unregistered parking citation.

7. Service and Delivery: Parking spaces with the designation "SERVICE & DELIVERY ONLY" are reserved 24 hours a day/7 days a week for university service and delivery vehicles and select personal operated vehicles that display a Special Parking Permit. Additionally, Service and Delivery spaces are restricted to one-hour increments, Monday–Friday, 7am–5pm.

- 8. Temporary Restricted/Coned-off:** Any space(s), lot(s) or roadway(s) that have been blocked or coned-off by Security, Police, Transportation, Parking, or other appointed Agent shall not be used. Cones may not be moved for convenience.
- 9. Loading/Unloading Zone:** Must be in the act of being loaded or unloaded. Any vehicle unattended for more than five (5) minutes shall be considered "parked" (see Article III.1.).
- 10. Unmarked/Undesignated:** Available for students (excludes Early Decision students) and registered visitors only. Faculty, staff, and auxiliary partners may not park in unmarked/undesignated spaces, except for lot B and the Parking Deck, while on the main campus.
- 11. Early Decision Spaces:** Early Decision students are only permitted to park in assigned spaces corresponding to ED parking location indicated on the front windshield ED decal of vehicles. Early Decision spaces are designated for vehicles that display the current year's issued ED decal. The ED decals parking location must match the designated lot/space in which the vehicle is parked i.e.: ED-1/ED-2 etc. Spaces will be enforced 24 hours a day/7 days a week while school is in session. *This space cannot be loaned out to anyone else.*
- 12. Handicap:** Includes any designated space that has a handicap painted marking, hashed line, and/or a sign. Blocking curb cuts shall be considered a handicap citation fine. Only vehicles properly displaying a state-issued handicap permit or handicap license plate shall be permitted to use such spaces. Permits must be issued by the state to the individual using the space. Possession of a Handicap placard does not guarantee the availability of a Handicap Space at the location of your choice on campus. Parking in a hashed-out or curb cut-out space may result in a citation being issued even if you possess a valid Handicap placard.
- 13. Bicycles:** Bicycles shall only be parked in approved bicycle racks or within dorm rooms or offices (not blocking egress). Bicycles not HPU registered or properly parked on campus are subject to Article VII.
- 14. Motorcycles/Mopeds:** Motorcycles and Mopeds may only be parked in a "Motorcycle/Moped" parking space or any undesignated space in Lot A and B. Motorcycle and Mopeds not registered or properly parked are subject to Articles V and VII. A four-wheel vehicle is prohibited in a Motorcycle/Moped space. Gasoline-powered or battery powered motorcycles/mopeds shall park at least fifteen (15) feet from any building. Vehicles parked closer than fifteen (15) feet are subject to Article VII.
- 15. Vice-President/Dean:** Parking spaces with the designation "VP/DEAN" are restricted to only Vice Presidents, Senior VPs, and Deans displaying the appropriate parking decal. Spaces shall be enforced Monday–Friday, 7am–5pm.
- 16. 24 Hour Reserved Spaces:** Spaces designated for the "PRESIDENT", "RESIDENT DIRECTORS", "HOTEL GUEST ONLY", "OSL", "IT", and "EARLY DECISION STUDENTS" are reserved 24hrs/7 days a week.
- 17. Residential Director:** Spaces are for the exclusive use of Residential Directors only. RD Spaces are not available for use by Residential Advisors (RA). *RD's are not permitted to "Loan Out" space or allow anyone other than RD to occupy this space.*
- 18. Hotel Guest Only:** Spaces designated for the exclusive use of registered guests staying at the Kahn Hotel and displaying the proper hang tag. Spaces are reserved 24/7 for these guests.
- 19. Exclusion:** Handicap (in accordance with Article III.11.), 30/60 minutes, and unmarked spaces at Aldridge Village and North College Station, Panther Commons, and Museum District (old IHM facility).
- 20. Auxiliary Partners (Harvest Table and BUDD Group Employees):** Must Park in the Museum District Lot (IHM Parking Lot) unless given permission to park by the General Manager to park on main campus. The

General Manager is responsible for maintaining a permission list and making it available to HPU Campus Police and Security. Auxiliary Employees will not be allowed to be dropped off on campus. They will be redirected to the Museum District Lot to catch the shuttle or walk from the Welcome Center.

ARTICLE IV: Decal Fees

The first vehicle decal is complimentary/included for all students, staff, faculty, and auxiliary partners. Below are the charges for subsequent decals:

A. Undergraduate Students: Each subsequent, concurrently registered decal set will incur a \$500 charge. Decal charges may be waived if the student provides proof that the prior decal is no longer in use. Acceptable proof includes old decals (returned in any condition), bill of sale or proof of destruction. Undergraduate students are permitted to register one (1) vehicle.

B. Graduate Students: Each subsequent, concurrently registered decal set will incur a \$500 charge. Decal charges may be waived if the student provides proof that the prior decal is no longer in use. Acceptable proof includes old decals (returned in any condition), bill of sale or proof of destruction. Graduate students are permitted to register one (1) vehicle.

C. Faculty: Each subsequent decal is complimentary. Faculty are permitted to register two (2) vehicles.

D. Staff: Each subsequent decal is complimentary. Staff are permitted to register two (2) vehicles.

E. Auxiliary Partners: Auxiliary partners are permitted to register one (1) vehicle.

F. Bicycles, Motorcycles, and Mopeds: Not considered a "subsequent, concurrently registered vehicle" as they do not occupy a standard vehicle parking space, thus there is no charge to register.

G. Low Speed Vehicles: Considered a "subsequent, concurrently registered vehicle" in accordance with Article IV.A.

H. Damaged Replacement Decals: A \$500 fee will be incurred for any replacement decals for currently registered vehicles with damaged, torn, or altered decals unless a police report or repair receipt is provided.

I. Trailers: Effective January 1, 2023, all trailers that are stored and/or parked on HPU property will be treated as a second vehicle and subject to a \$500 registration fee. This includes but is not limited to boat trailers, box trailers, flatbed trailers, and all other trailers. All trailers must be registered and display a HPU parking decal on the front left (driver's side) tongue of the trailer. HPU parking decal must be attached to the trailer as per the decal display regulations in the HPU PARKING TERMS and CONDITIONS found at highpoint.edu. All trailers that are parked on HPU property must display a current state issued license plate and registration along with a current HPU parking decal. Trailers may only be stored in the designated Trailer Storage Area at North College Location. The location is in the Southeastern corner of the parking lot of the Silverline Diner along the brick wall. Fees can be paid and collected in the business office located on the 1st floor of Roberts Hall. Trailers are only allowed in the designated storage area at the southside of the Silver Line Diner. No trailer may occupy more than one (1) parking space at a time. No trailer may be left on HPU property once graduation occurs in May and must be removed from HPU property.

ARTICLE V: Violations/Fines

A parking space is not guaranteed near where one works, resides, or attends class. A lack of a convenient, permissible parking space or being late for an appointment or class is not a tenable cause

to park improperly or to be granted an appeal of a citation. Weather conditions are not a valid reason for an appeal to be granted. Citations are paperless and sent to the registered owners HPU email account. The display of hazard lights does not exempt one from improper parking.

If a HPU parking/traffic citation is marked "Warning," no remittance is required; however, the citation will be registered into the database. Issuance of "Warning" is not guaranteed and is at the discretion of the issuing Parking Enforcement Officer/Agent.

\$50 Offenses:

A. Unregistered Vehicle: Failure to register a vehicle with HPU. Must properly display a current decal on the vehicle. It is the registered vehicle owner's responsibility to maintain up to date vehicle registration with the University, failure to do so may result in citations being issued. This includes the two (2) parking decals (front and back) and the current year's Early Decision decal when applicable.

B. Improper Display: Displaying decals improperly; missing portion of a decal; missing front or back decal; missing current year Early Decision decal (ED students only). Vehicles with improper display may be refused entry to HPU property.

C. Coned-Off Space(s): A space(s) includes lot(s) and roadway(s) that have been blocked or coned-off by, or under the authority of, the Security Department, Transportation Department, and/or Parking Office.

D. Parking in a Roundabout: Parking in or around a university roundabout.

E. Fire Lane: Parking in a fire lane or within fifteen (15) feet of a fire hydrant.

F. Guest/Visitor: Parking in a space marked "GUEST" or "VISITOR" when not a guest/visitor, M–F, 7am–5pm.

G. Obstructing Way/Impeding Flow of Traffic: Parking on or obstructing a walkway, roadway, or driveway.

H. President Space: Parking in the space designated for the President.

I. Student Health: Parking in a space marked "STUDENT HEALTH." Reserved M–F, 7am–5pm. Proof of Student Health Services attendance is an affirmative defense for a parking citation received in said spaces.

J. Unauthorized parking: Unauthorized parking or driving on any grassy area, parking, or driving on any sidewalk, patio, bricked surface, or other restricted area. Areas included but are not limited to loading/unloading zones, Faculty, Reserved, Service and Delivery, Student Only, Hotel Guest Only, ED Student Numbered parking spaces.

K. Unauthorized permit: Unauthorized display of a permit, temporary tag, or decal.

L. Encroachment: Parking so that any portion of a vehicle occupies more than one parking space.

M. Towing Fee: Relocating a vehicle for improper, unauthorized parking.

N. Hotel Guest Only: Nonregistered guest of the Kahn Hotel.

O. 30 or 60-minute spaces: Parked in a 30 or 60 min beyond the allotted time. First observed time must be noted.

P. EV Charging Space: Non-EV vehicles occupying an EV Space or remaining in an EV Space beyond the allotted time. Hybrid vehicles that do not require plug-in charging are not included nor permitted to park in an EV space.

Q. Failure to stop at Security Checkpoint: Failure to stop at a security checkpoint, First Offense.

\$100 Offenses:

A. Handicap space: Includes handicap space, hashed out space, and attached to Handicap Spaces used for wheelchair access, and/or blocking a curb cut.

\$100 Offense and referral to conduct court:

B. Unauthorized use of handicap placard, tag, or plate.

Moving Violations/HPU parking/traffic citations:

Moving violations are defined as any act of reckless or negligent driving including driving in excess of the posted speed limit, driving in the wrong direction on a one-way street, failure to yield, failure to stop for stop signs, failure to stop at security checkpoint (see exception above for first offence), failure to bear right at circles, failure to yield/stop for emergency or security vehicles when displaying flashing lights and/or siren, failure to wear a DOT approved helmet when operating a motorcycle or moped, operating a motor vehicle on a sidewalk, overcrowded vehicle, and failure to follow the direction of an officer or sign.

First Offense: \$100.00

Second Offense: \$200.00

Third Offense: \$250 and revocation of campus driving/parking privileges for remainder of academic year.

Time Limits for Citations

a) A vehicle that remains in violation for 24 hours shall constitute a separate violation and is subject to additional HPU parking/traffic citations and/or vehicle relocation or towing.

b) A vehicle that remains in a 30 or 60 Minutes, Faculty, Service and Delivery, parking in an Early Decision designated space, Hotel Guest Only, Reserved, EV Charging Space, parked in a Roadway or Parking Lot Access Point parking space is subject to an additional HPU parking/traffic citation every hour said vehicle remains in violation of time limit up to four citations within a 24-hour period.

ARTICLE VI: Scofflaws

Scofflaws are repeat offenders of items within the Parking Term and Conditions of High Point University.

1) Any Person or Vehicle that accumulates more than five (5) citations or violations per semester. They are subject to additional fines and/or having their vehicle removed from HPU Property.

a. These individuals may be referred to the Office of Community Standards, Honor Court, or Senior Administration for review, monetary fines, and/or disciplinary action.

ARTICLE VII: Towing/Impounding

Towing/Impounding may be authorized by the Watch Commander, and/or the Transportation and Parking Manager when, in their sole discretion, it is determined:

A. A traffic or egress hazard exists when:

– a. Said vehicle is blocking another vehicle from movement.

- b. Vehicle location is impeding university event(s), construction, or repair attempts.
- c. 72 hours following immobilization device application.
- d. Failure to remove a vehicle from a designated lot by the posted deadline when said posting occurs at least 24 hours in advance of the deadline.
- e. Unreported disabled vehicle may be subject to towing at the owners expense.

B. Impound: There may be an additional \$50 charge for towing/impounding beyond the violation fee(s).

C. Documentation: Photos shall be taken, and a report written and recorded in the event that a vehicle is towed or impounded.

D. Abandoned Vehicle: If a vehicle is located on the property of High Point University and appears to have been abandoned. This includes vehicles that have remained in the same parking space for more than forty-five (45) days, does not display a current state issued license plate and/or is not fully and properly registered with High Point University. A vehicle that has been unlawfully parked on private property or has been placed on the private property of the owner or person in control of the property for more than twenty-four (24) hours is deemed abandoned. If the vehicle is not registered with a High Point University decal, then the High Point University Security Department will request assistance from the High Point Campus Police Department in locating the registered owner of the vehicle. If contact is made the vehicle must be removed within twenty-four (24) hours of notification. If no contact is made or if unable to locate the registered owner of the vehicle, then the vehicle will be tagged on the driver's side window with a High Point University Security Illegally/Improper decal. The owner of the vehicle will then have up to twenty-four (24) hours to remove the vehicle from the property, or the vehicle may be towed and stored at the owner's expense.

E. Long Term Parking: Students requesting to leave their vehicles here on campus over the summer break shall submit a request in writing to the High Point University Campus Police and Security Department. They will be directed to where to register and park their vehicles as the parking areas may change due to construction projects during the summer months. Failure to submit a request and register with the High Point Police and Security Department or not parking in the approved area will result in the registered vehicle owner being contacted for further investigation into the status of the vehicle. If the registered owner or student is no longer a current member of High Point University, contact will be made to have the vehicle removed within twenty-four (24) hours or the vehicle may be towed and stored at the owner's expense. For any vehicle that is towed, an information report will be completed with photos taken prior to being towed.

ARTICLE VIII: Changes to and Exceptions to the Parking Terms and Conditions

Only the PARKING OFFICE, Director of the Transportation Department and The Chief of Campus Police and Security, Assistant Chief of Campus Police and Security or Captain of the University Campus Police and Security departments, may make modifications, alterations or exceptions to the PARKING TERMS and CONDITIONS contained here within.

ARTICLE IX: Fine Payments

Students: Automatic transfers of unpaid citations to student accounts occur periodically throughout semester, thus no student action is required.

Employees: Employees may have fines collected in accordance with HPU policy.

All others: Cashier's Office in Roberts Hall during normal office hours: Cash, Check, Credit Card. By check made payable to HPU and mailed to One University Parkway, High Point, NC 27268 (please write citation number in memo section on check).

Excessive Citations: Any student that incurs more than five (5) citations during a single academic year may be referred to Office of Community Standards and the HPU Honor/Conduct Board for additional sanctions that may include but not limited to monetary fees and or the loss of parking privileges on HPU property.

ARTICLE X: Appeals

Appeal Process

- A. Correspondence with the PARKING Office is via e-mail only.
- B. *Appeals can only be submitted by the individual receiving the citation under Article II.: Mandatory Registration.*
- C. HPU parking/traffic citations may only be appealed online by the student who received the citation, not by phone, email, or in person. HPU parking/traffic citations may only be appealed via an online process at www.highpoint.edu/parking. Link to the appeal can be located within the citation emailed to the registered owners HPU email account.
- D. Appeals must be submitted within ten (10) days of the receipt of an HPU parking/traffic citation. The appeal should include a detailed description of why the HPU parking/traffic citation should be considered improper or invalid. Language, images, etc. must be respectful and appropriate.
- E. Individuals are not allowed to have more than one (1) appeal before the board each semester.
- F. Appeals submitted beyond ten (10) days of the HPU parking/traffic citation was issued will not be accepted.
- G. Appeals by Parents/Guardians of High Point University Students and other third parties are not accepted.

Parking Office will review the written appeal and may:

- Grant the appeal and forgive the citation.
- Reduce the fine.
- Deny the appeal.
- Convey it to a warning.

Board of Appeals

If the appeal is denied by the Parking Office, the appellant may appeal to the Board of Appeals within seven (7) days of notice of denial. Said board shall consist of one student, one security member, and one faculty member. The Board of Appeals shall meet as needed, at least once a semester. Requests to personally appear before the Board of Appeals will not be honored. After the hearing of the Board of Appeals the student will be notified via the student's HPU email account of the Board of Appeals decision.

All appeals to the board must include the following: Students Name, Student ID number, contact information, citation number and additional information that supports your reason for requesting the Board of Appeals to

review your citation. By only submitting your original appeal the board may reject your appeal due to no additional evidence is presented. Individuals may only have one (1) request before the Board of Appeals per semester. "Blanket" appeals of multiple citations to the Board are not accepted.

The decision of the Board is final.

The Board of Appeal may:

- Reverse the decision of the Parking Office and forgive the citation.
- Reduce the fine.
- Deny the appeal.
- Convey it to a warning.