

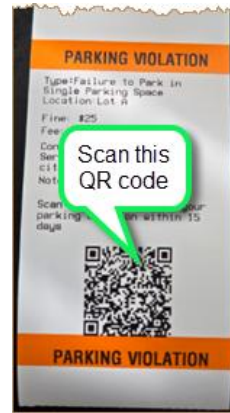


Nichols College

Learn. Lead. Succeed.

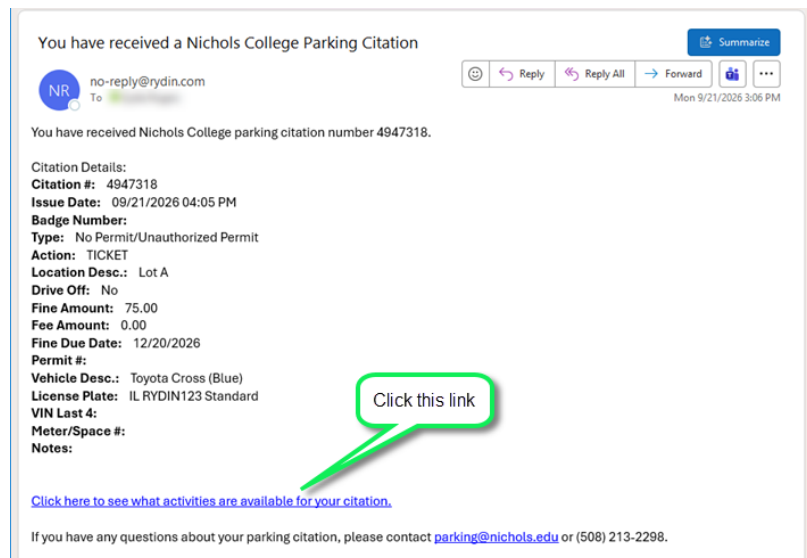
You must appeal a citation within 15 days of the date the citation was issued. You can appeal a citation through the parking website. There are 3 ways to access the page where you can appeal a citation

1. Scan the QR code on the printed ticket



2. Click this link - <https://portal.permitsales.net/driverportal/nichols/paycitation>

3. Click the link in the email you received regarding your citation





Nichols College

Learn. Lead. Succeed.

If you didn't scan the QR Code on the ticket, enter the **citation number** > enter the **license plate number** (no spaces or dashes) > click the **checkbox**, scroll through the terms & conditions pop-up and click **OK** > click **CONTINUE**

The screenshot shows the 'Enter Citation Information' form on the Nichols College website. The form includes the following fields and elements:

- Citation #**: A text input field containing '4947318' with a red '1' next to it.
- License Plate #**: A text input field containing 'rydin123' with a red '2' next to it.
- Agree to terms and conditions**: A checkbox with a red '3' next to it, which is checked.
- Buttons**: A blue 'CONTINUE' button with a red '4' next to it, and a 'CANCEL' button.
- Footer**: Nichols College - 121 Center Road, Dudley, MA 01571 - (800) 470-3379, Privacy Policy, and a green checkmark icon.

On the citation details page, click the **APPEAL CITATION** button (you may need to scroll down)

The screenshot shows the 'Citation Details' page for citation #4947318. The page includes the following information:

- Header**: Nichols College logo and name, and a 'Manage Citation' button.
- Notice**: A yellow banner stating: "Once a parking citation has been issued, there is a fifteen (15) day waiting period to file an appeal. The parking violation fines will be posted to the student's account at Nichols College AFTER the waiting period for appeals expires. Payments for all violations can be made through Self-Service or any of the other approved payment portals at the college."
- Citation #**: 4947318
- Citation Detail**:
 - Issued: 9/21/2026
 - Violation: No Permit/Unauthorized Permit
 - Citation Status: Ticket
 - Location: Lot A
 - Badge #: #
 - License Plate #: RYDIN123
- Fine Informations**:
 - Fine Amount: \$75.00
 - Fee: \$0.00
 - Due Date: 12/20/2026
 - Late Fee: \$0.00
 - Total: \$75.00
 - Payment Status: Unpaid
 - Appeal Status: Not Appealed
- Citation Images**: A placeholder for images.
- Buttons**: A blue 'APPEAL CITATION' button with a red '5' next to it.
- Footer**: Nichols College - 121 Center Road, Dudley, MA 01571 - (800) 470-3379, Privacy Policy, and a green checkmark icon.



Nichols College

Learn. Lead. Succeed.

On the form, enter your **name** > **email address** > **reason for appeal** > click **SUBMIT APPEAL**

Appeal Citation #4947318

Driver Name: Randy Rydin

Email Address: [Redacted]

Appeal Reason: I didn't realize I needed a permit to park.

SUBMIT APPEAL

Note: Verify all information before submitting. You will not be able to make any changes after submission.

After submitting, the APPEAL BUTTON will be gone and a gavel icon will appear and an email will be sent to the email address you entered on the form.

Citation #4947318

Citation Detail	Fine Informations	Citation Images
Issued: 9/21/2026	Fine Amount: \$75.00	
Violation: No Permit/Unauthorized Permit	Fee: \$0.00	
Citation Status: Ticket	Due Date: 12/20/2026	
Location: Lot A	Late Fee: \$0.00	
Badge#: #	Total: \$75.00	
License Plate #: RYDIN123	Payment Status: Unpaid	
	Appeal Status: Appeal In Progress	



Nichols College

Learn. Lead. Succeed.

Click the gavel at any time, to see the status of the appeal

Nichols College
Learn. Lead. Succeed.

Home Manage Citation Login

Once a parking citation has been issued, there is a fifteen (15) day waiting period to file an appeal. The parking violation fines will be posted to the student's account at Nichols College AFTER the waiting period for appeals expires.
Payments for all violations can be made through the student's account at Nichols College.

Citation #4947318

Citation Detail

Issued: 9/21/2026

Violation: No Permit/Unauthorized Permit

Citation Status: Ticket

Location: Lot A

Badge #: #

License Plate #: RYDIN123

Appealed Citation

Appeal Details

Appeal Date: 9/21/2026, 3:44:04 PM

Appeal Reasons: I didn't realize I needed a permit to park.

Email Address: [REDACTED]

Appeal Status

Hearing Date:

Appeal Decision: Appeal In Progress

Reasoning:

Citation Images

Nichols College - 121 Center Road, Dudley, MA 01571 - (800) 470-3379
Privacy Policy