

Appeal Board use only

Date Processed _____

Appeal granted _____

Appeal denied _____

Co-Chair Signature _____

PARKING TICKET APPEAL PACIFIC LUTHERAN UNIVERSITY

Under PLU parking regulations all students, faculty, staff and administrators have the right to appeal the assessment of a parking fine to the Parking Ticket Appeals Board. Appeals are generally granted only if it can be established that the parking ticket was issued in error or if extenuating circumstances surround the violation. ***A violator's failure to read posted restrictions or to know the university regulations regarding parking are not considered valid grounds for appeal.*** Regulations require that appeal forms be received in the Campus Safety office within 5 business days of the ticket being issued. Your appeal will be heard by the appeal board at the next meeting. You have the right to be present during the reading of the appeal. You have the right to discuss parking regulations with the Director of Campus Safety and Information. You may do this by calling 535-7249 for an appointment. If the appeal is granted, you need to take no further action. If the appeal is denied, you will have 5 business days in which to pay the fine. After that, a \$10.00 administrative fee is added to your fine and the total amount due will be forwarded to your account.

Please read the following items and initial.

_____ I recognize that by submitting this appeal form, I waive my claim to paying half the price of the ticket when I bring it in within 24 hours

_____ I recognize that all appeals decisions are final and I cannot contest them

_____ I recognize that the Parking Appeals Committee meets only about once a month, and so it may take some time before I hear back. I will not be billed until their decision has been made

_____ I recognize that I must pay my parking ticket within 5 business days after receiving the letter. If I do not, it will be automatically charged to my student/faculty/staff account, with a \$10 additional late fee that cannot be appealed.

_____ I recognize that I must have an updated local address on file with Student Services. If I do not, PLU is not responsible should I not get the letter in time (or at all)

_____ I recognize that I have a right to come to the Appeals meeting to plead my case, and that it is my responsibility to contact the ASPLU Vice President/Parking Appeals Chair to ask when the next meeting will be

_____ I recognize that I am responsible for keeping myself informed about parking policies and procedures, which can be found at the Parking Appeals website: <http://www.plu.edu/~asplu/parking-appeals/home> or at the Campus Safety Parking website: <http://www.plu.edu/campus-safety>

This form, **with your original parking ticket attached**, must be returned to the Campus Safety (basement level of Harstad Hall), Pacific Lutheran University, Tacoma, WA 98447. Mail-in appeals must be post-marked no later than midnight of the 5th business day from the date of issue in order to be considered. ***Incomplete forms will NOT be considered for appeal. Please explain your basis for appealing this ticket on the back of this form.***

Today's date: _____ PLU ID#: _____ P.L.U. e-mail address: _____

Check one: Faculty/Staff/Administrator On Campus Student Off Campus Student

Last Name _____ First Name _____

Home Address: _____ City: _____ State: _____ Zip _____

Campus Address: _____

Home Phone: _____ Campus Phone: _____

Ticket #: _____ Decal#: _____ Vehicle License#: _____ State _____