

Bloomsburg University Parking Violation Appeal Form

Parking Ticket Appeal Process

Tickets appealed will be forwarded to the Appeals Committee. The Appeals Committee will make a determination based on the written information provided on the form. The individual will be notified in writing of the Committee's decision. If the appeal is approved, the fine will be returned. If the appeal is disapproved the individual will be notified of that decision and their fine is non-refundable.

If an individual disagrees with the decision of the Appeals Committee he/she may request to make a formal presentation of their appeal to that Committee. A meeting of the Appeals Committee will be scheduled and the individual will be afforded five (5) minutes to make an oral presentation of their appeal. The Appeals Committee will render a final decision. The final decision ends that appeal process. If the appeal is approved, the University Business Office will be notified and a refund will be mailed to the individual.

PAYMENT PROCEDURE:

1. **Students may pay on-line (<http://departments.bloomu.edu/businessoffice>) or at the Business Office. Non-students may pay at the Business Office or by mail.**
2. **Appeal form and the ticket may be dropped off at the Police Department or the Business Office.**

SECTION I

INSTRUCTIONS: Please print clearly the information requested below. Appeal must be made within 5 days of violation. Your appeal will be processed as outlined above. You will be notified via mail of the results of your appeal.

Non payment, illegible, or incomplete form will be cause for rejection.

Section II

Type: () Faculty/Staff () Student () Visitor () Construction/Service

Ticket # _____ Vehicle License # _____ State _____

Today's Date: _____ Date Ticket Issued: _____

Name of Appellant: _____

Student's ID Number: _____

Address: _____

Phone: (____) _____

