

MANSFIELD UNIVERSITY POLICE DEPARTMENT
104 Doane Center, 65 Clinton St, Mansfield PA 16933 570-662-4900
PARKING APPEAL FORM

Name		
Mailing Address		
City	St	Zip
Phone		
E-mail		
Vehicle License Plate #		

Date of Appeal	
Ticket #	Ticket Date
Student ID#	
Campus Address/Room #	Box #
Residence Hall	
Permit #	
Name of person on vehicle registration card	

Before appealing your ticket, you must read the following:

- When you received your parking permit, you agreed to abide by the University Parking Rules & Regulations.
- You are not guaranteed a space near your class, residence hall or office. A permit provides permission to park on campus property. It is up to you to locate a legal parking space.
- Regulations are in effect 24 hours a day and 365 days a year.
- Appeals received more than 10 days after issuance of parking ticket will not be accepted.

Appeal Instructions:

- Fully explain your reason for appeal. The appeal is based upon facts that you provide. Attach the ticket, and copies of any available documentation directly related to the appeal.
- Appeals are based upon legal elements. Personal disagreement with a rule or regulation is not cause for appeal.
- Previous outstanding unpaid parking tickets must be settled before you can appeal subsequently issued tickets.
- Once a decision has been made, you will be notified by mail.
- If more information is necessary, or if you desire to speak with the Chief of Police, please contact our office at 570-662-4900 to schedule an appointment.
- **Payment in full, by check, must be submitted for each ticket that is appealed.** If your appeal is granted, your check will be returned to you.

I have read and understand all the above information and the information below is true and correct to the best of my knowledge.

X _____
Signature

Facts Establishing Reason for Appeal:

Please print legibly. Attach additional sheet if necessary.

Return form to University Police at address above.

Office Use Only

Date Received _____ Person Receiving Appeal _____ Number of Past Violations _____
 Number of Past Appeals _____ Outstanding Parking Tickets _____
 Documentation Provided _____ Date Reviewed _____ Reviewed by _____

DECISION: _____ **Appeal Granted.** No further action is necessary on your part. Your check will be returned.
 _____ **Appeal Not Granted.** Payment will be posted.

PLEASE FILL IN YOUR CURRENT MAILING ADDRESS ON THE REVERSE SIDE OF THIS FORM

You may submit a parking appeal if you believe that the violation either did not occur, or that extenuating circumstances exist to warrant the dismissal of the ticket.

Generally, parking citations are not dismissed for these reasons:

- Lack of intent to violate the law
- Shortage of parking spaces
- (Illegal) use of parking space inconvenienced no one, even if usage was short in duration
- Running late for appointment, work, class, etc.
- Unable to leave work, class, etc., to move vehicle in a timed space
- Failure to see properly posted parking signage or painted curbs
- Failure to purchase (or renew, upon expiration) University parking permits
- Financial hardship
- Inclement weather

If you appeal a parking ticket the payment due date is temporarily placed on hold pending the outcome of the review.