

How to file an appeal:

Today's Date: _____

An appeal that does not have the required documents will not be considered.

The appeal process is as follows:

1. Pay the fine at the Bursar's Office.
2. Attach the paid receipt and the pink copy of the ticket to the appeal form.
3. Submit the appeal to the Parking Office within 14 days of the date the vehicle was cited.

The Appeals Committee evaluate the appeal and render a decision in accordance with the parking regulations. Explain the circumstances; when, where, and why it occurred. Remember, the issue in the appeal is not whether the parking regulations are fair, but whether the regulations were violated.

The decision of the Parking Appeal Committee is Final.

Violator's Information:

Check one: ☐ Employee ☐ Visitor
☐ Student

Name: _____

KSUID#:

Address:

Telephone:

(Include: city, state, zip and apartment# if applicable)

Date of Violation:

License Plate#:

State:

Parking Ticket#: _____

Make: _____ Model: _____

Color: _____

Permit#: _____

In the space below type or print statement. (please print legibly)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Violator's Signature: _____

*****DO NOT WRITE BELOW THIS LINE*****

Date Received:

Signature of person receiving form:

Date Completed: