FRANKLIN & MARSHALL COLLEGE DEPARTMENT OF PUBLIC SAFETY

PARKING VIOLATION APPEAL

Please print legibly and complete each section

Name: _____________________ Date: __________ College ID #: ___________ Phone #: ______________

F&M email address: ____________________________________________________________

Vehicle License Plate #: _____________________________ State: ________________

Do you have a valid parking permit issued?     ____ No   ____ Yes  Permit #: ____________________

Ticket #: _______________ Date of Issue: ___________ Violation: __________________________

Name of person as shown on state registration card for vehicle: ____________________________

Before appealing your ticket, you must read the following:

- When you became a student or accepted a position with the college as an employee (Staff / Faculty / Contractor), you agreed to abide by the rules of the College.
- College Traffic and Parking Regulations are part of what you agreed to abide by.
- Regulations for vehicle parking registration are stated in College brochures and you were advised of the regulations at your orientation sessions.
- You are not guaranteed a space to park on the campus. Parking permits allow you to park on a first come first serve basis. It is up to you to locate a legal parking spot.
- Permits are for on-campus use only, not the city streets.
- Regulations apply 24 hours a day, 365 days a year.
- Towing on the campus is enforced.

Appeal instructions:

- Appeals are accepted within (5) days of issuance. ie Ticket issued Monday – appeal is due on or before Friday.
- Complete this form in its entirety and explain your reason for appeal. The appeal is based on the facts which you provide. Attach copies of any available documentation directly to the appeal form.
- Appeals are based on legal elements. Personal disagreements with a rule or regulation are not cause for appeal.
- Previous outstanding, unpaid tickets must be settled before you can appeal subsequently issued tickets.
- Only violations of College Parking Regulations can be appealed through the College. Violations of Pennsylvania vehicle parking statutes must process through the Pennsylvania judicial process at the local Magisterial District Justice Office.
- Once a decision on your appeal has been made, you will be notified of the outcome.

I have read and understand all the above information.

Signature of Appellant: _______________________________ Received By:(DPS) _______________ Date: _______________

Reason for Appeal:

_______________________________________________________________________________________________________

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Do Not Write Below: APPEAL BOARD USE ONLY

Date Received: _______________ # of Past Violations: _____ # of Past Appeals Approved: _____

Outstanding Tickets: ...........................................................................................................................................

Documentation Provided: _______________ Date Reviewed: _______________ Reviewed By: _______________

Decision: _______________ Excused No further action is necessary on your part.

_____________ Denied The Ticket will stand ‘as is’ and the fine must be paid. Students-the fine will be added to your student account; if you wish to make payment immediately, please do so at the SCC Business Office window. FPS-please make payment at the SCC Business Office window.