



PARKING VIOLATION APPEAL FORM

This form is used at Penn State Berks to appeal a parking violation for any campus parking ticket. This form should not be used for State Citations, which are handled through the District Justice.

The following are NOT ACCEPTABLE grounds for appeals:

- Only parked illegally a few minutes
• Student parked in Visitors space
• Lack of space at this location
• Bad weather or darkness
• Financial hardship
• Expired permit
• Unread or misunderstood signs
• Inconvenient assigned area
• Permit on seat, console, etc.
• Ignorance of regulations
• Unregistered vehicle
• Running late

TYPE: [] FACULTY/STAFF [] COMMUTER STUDENT [] RESIDENT STUDENT [] VISITOR

PERMIT # _____ LICENSE PLATE # _____ STATE _____

VEHICLE OWNER/PERMIT HOLDER: _____

ADDRESS: _____

PSU ID # _____ PHONE: () _____ EMAIL _____

PERSON APPEALING VIOLATION (if different than above): _____

ADDRESS: _____

PHONE: () _____

TICKET # _____ LOCATION OF VIOLATION _____

TYPE OF VIOLATION _____ DATE OF VIOLATION _____

BASIS OF APPEAL:

Multiple horizontal lines for writing the basis of appeal.

Decisions made by the Appeals Committee are final.

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

DATE FILED _____ ACCEPTED BY _____ PREVIOUS VIOLATIONS _____ WARNINGS _____

Action Taken:

_____ Excused _____ Granted (Fine excused this time only.)

_____ Denied \$ _____ Amount Due