

KSU Parking Citations Appeals Board (PCAB)

Official Appeals Procedures

Please read these procedures thoroughly. Any questions about the appeals procedure should be directed to **KSU Parking Services** or **The Office of Student Activities and Services**.

According to the Regulations Governing Traffic and Parking, Section VII, D, an appeals process has been established for individuals to follow when contesting a citation. PCAB members receive appeals regularly to review and judge.

Decisions are based on two questions:

- 1) Was a parking rule or regulation violated**
- 2) Were there extenuating circumstances causing the violation**

The PCAB is only judging if the citation was warranted, NOT the fairness of the rules and regulations. Following the decision, the appeal is returned to Parking Services for notification to the appellant.

If the citation is dismissed, it will be voided. If the citation is upheld, the appellant must pay the citation within fourteen (14) calendar days of the date of the decision. If not paid within the specified time, a \$10.00 delinquency fee will be assessed to the citation.

KSU Parking Services may record the issuance of certain citations on videotape and/or photographs. If these items are available for an appealed citation, copies will be forwarded to the PCAB at the request of the judges. In addition, copies of past parking citations will accompany the appeal form when forwarded to the PCAB. **All actions of the PCAB are final.** Paid citations may **NOT** be appealed.

To expedite the appeals process, individuals are required to:

- 1) **File an appeal within fourteen (14) calendar days of the date of the citation on the Parking Portal website.** Late appeals will **NOT** be accepted.
- 2) Complete the form as per the instructions on the website.
- 3) Please provide an explanation along with any documents supporting your appeal (receipts, diagrams, photos, etc.).

I have read and understand the procedures for appealing a citation.

Print Name

Sign and Date