



Parking Citation Appeal Form

Appealing a citation: Only unpaid citations may be appealed. The payment of the citation under appeal is suspended without penalty during the appeal process. However, should a finding be made sustaining the penalty, you must remit the fine within ten (10) business days of finding.

Basis of appeal: Only appeals alleging written error of issuance contrary to Normandale parking Regulations will be considered.

Guidelines: The appeal form must be received at the Normandale Public Safety Office, F1250, within ten (10) business days of the date the citation was issued. Once it is received, the citation will be placed on a hold status until a decision is made as to the claim. **All decisions are final.** The decision will be one of the following:

Uphold (fine amount due)	Dismiss or Warn (no amount due)	Reduced (reduced amount due)
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Please complete the following by printing all information

First Name _____ Last Name _____

Citation #(s): _____ Date/time of citation: _____

Location of vehicle when cited: _____ License plate # and State: _____

Student ID #: _____ Telephone: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Email: _____

Explain reason for appeal: _____

Signature of appellant: _____ Date: _____

Your appeal will be reviewed by the Student Rights & Responsibilities Board. You will be notified of their decision by mail within 30 days of filing your appeal. Should they uphold the citation, payment is to be made within ten (10) business days of the decision. **The decision of the Student Rights & Responsibilities Board is FINAL.**

Business Office Notified

Checked for other violations

Copy sent to Student Affairs

