



Transportation Services

Visitor/Faculty/Staff Parking Ticket Appeal Form

Kutztown University allows a person to appeal a parking violation believed to have been issued in error. This appeal form must be completed within seven (7) calendar days of the issuance of the citation. To have an appeal considered beyond the 7-day grace period, a customer must file the appeal and attend the next meeting of the University Traffic Bureau. (The UTB meets every twice a month on Thursdays at 11:00 AM while classes are in session. To verify the next meeting date, please call 484-646-4249.)

INSTRUCTIONS: Complete this form **in its entirety** and once you complete the form, it will be submitted electronically via DocuSign. The personal statement must be legible and expressed in a manner that is appropriate, respectful and non-threatening.

PERSONAL INFORMATION (Information provided here will be used to communicate with you about the status of your appeal)

Driver's Name: _____ KU affiliation: visitor staff/faculty
FIRST MI LAST SUFFIX PLEASE CIRCLE.

Email Address: _____ Phone Number: _____
WE WILL CONTACT YOU WITH THE VERDICT OF YOUR APPEAL THROUGH ONE OF THESE TWO METHODS AFTER THE NEXT REGULARLY SCHEDULED MEETING OF THE UNIVERSITY TRAFFIC BUREAU.

Mailing Address: _____
NUMBER/STREET CITY STATE ZIP

VIOLATION INFORMATION (The following information is available on the ticket.)

Ticket # _____ Ticket Date _____ Ticket Time _____ Location _____

License Plate # and State _____ Officer # _____ Decal # _____

Violation: _____

BASIS FOR APPEAL (Continue on back, if necessary.)

A copy of the vehicle registration or rental vehicle agreement must be attached to this form.

SIGNATURE: _____ DATE SUBMITTED: _____

----- **For UTB Use Only Below This Line** -----

- Appeal Denied. Please mail a check made payable to Kutztown University to Kutztown University, Office of Student Accounts, Kutztown PA 19530.
- Appeal Granted, One Time Only
- Ticket Voided Due to Officer/Department Error

Please include the following information in the response to this appeal:

Date of Review: _____ Reviewed By _____

DECISIONS MADE BY THE UNIVERSITY TRAFFIC BUREAU ARE FINAL.