



PARKING VIOLATION APPEAL

IMPORTANT: All information must be complete and accurate. Failure to do so results in the fine being upheld.

PRINT NAME AND ADDRESS BELOW

NAME _____
ADDRESS _____
CITY _____
STATE _____ ZIP _____
TELEPHONE NUMBER (____) _____

OFFICE USE ONLY
____ FIRST APPEAL
____ SECOND APPEAL
____ VOID
____ UPHELD FINES _____
____ REDUCE TO WARNING
DATE SIGNED

PLEASE READ THE FOLLOWING INSTRUCTIONS:

Type or print your reason(s) for the appeal in the space below. Be specific and concise regarding the way the ticket should be voided. This appeal must be submitted within thirty (30) calendar days after the receipt of the violation. The Parking Appeals Board will render a decision within thirty (30) working days after the receipt of the appeal.

Conduct and deportment toward field or office staff will be considered in all appeals. If the fine is upheld by the Board, payment of the fine is due upon notice of the decision. Policy 600.5, Parking on College Property, may be found on line.

COMPLETE THE FOLLOWING:

TICKET NUMBER: _____ **LICENSE PLATE #:** _____ **STATE:** _____

HELENA COLLEGE PARKING PERMIT #: _____ **PURCHASE DATE:** _____

Detailed reason for this appeal:

I certify all information listed herein is true and correct:

SIGNATURE: _____

DATE: _____ HELENA COLLEGE ID: _____

Addressed/delivered to:
Helena College – Cashier’s Office
1115 N. Roberts Street
Helena, MT 59601

Office Use Only

Student's behavior and manner in which this appeal was submitted:

STAFF NAME: _____ DATE: _____ Time: _____