Traffic and Parking Citation Appeal Form

LeTourneau University

Any person who has received a University traffic or parking citation may contest the charge and/or fine by: Submitting this form to the University Police Chief in writing or by email: universitypolice@letu.edu no later than ten (10) working days after the citation was issued to be considered.

Citation No.:__________  Vehicle License Plate No:__________
Name:___________________  Address:_______________________
City:______________________  State:_________  Zip:__________
Phone:___________________
Reason for Contesting: ________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Signature:___________________  *Below to be filled out by Police Chief or his designee*

PD Signature:___________________  Comments:_______________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

(  ) sustained, (  ) altered, (  ) overturned

The contested decision will be emailed to the requestor. If the contest is denied by the Police Chief or his designee, an appeal may be made in writing or by email by forwarding this form to the Dean of Students at studentlife@letu.edu. The appeal decision is final.

Reason for Appeal: ________________________________________________
_____________________________________________________________________
_____________________________________________________________________

*Below to be completed by Dean of Students*

Decision of the Dean of Students: Appeal is: (  ) sustained, (  ) altered, (  ) overturned
Comments:___________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Signature:___________________  Date:___________________

The requestor will be notified by email. If the appeal is denied, the citation will be charged to the requestors Account.