

# Appeals Policy Fact Sheet

You have the right to appeal any citation you believe was issued in error.

Please read this sheet carefully as it summarizes the Parking and Transportation Services appeals process. Please take note of the deadlines stated below as failure to meet these deadlines may result in forfeiting the right to appeal a citation.

Please fill out the [appeal form](#) accurately and completely. Failure to provide complete information may result in your appeal being denied. Be as specific as possible and include any information you wish to have considered during the appeals process. Additional information will not be accepted after the decision has been made.

Parking and Transportation Services must receive the written appeal and any accompanying documentation within ten (10) working days of the date of citation issuance. If you have passed the ten-day deadline please complete the [deadline waiver](#) form and turn it in with your appeal. Note: Parking and Transportation Services or the Appeals Committee cannot appeal citations over twenty-five (25) days old or any citations in the collection process.

You will be notified of the appeal decision in writing within ten (10) working days of receipt of the appeal. If your appeal is denied the fine is due and payable upon receipt of written notification.

You have the right to request an independent review of your appeal by the Appeals Committee if your first appeal has been denied. Parking and Transportation Services must receive a written request for the Appeals Committee review within ten (10) working days of the written notification. The written request must be accompanied by payment of the fine in full or no review will be scheduled.

Parking and Transportation Services will schedule the review for the first available meeting. The Appeals Committee meets once a month during the regular semesters and as needed during semester breaks.

Parking and Transportation Services will provide to the committee members all information relevant to the citation being appealed. This will include, your initial appeal request, and all information used in making the original decision. The Appeals committee will determine if the citation was issued in accordance with current BSU parking policy.

The decision of the Appeals Committee will represent the final decision of the University on the matter. Written notification of the Appeals committee's decision will be sent within five (5) working days of the review. In the event that the Appeals Committee reverses the initial appeal, the University will process a refund check.

Appeals may be emailed to [prkappeals@boisestate.edu](mailto:prkappeals@boisestate.edu); mailed to Parking Appeals 1910 University Drive, Boise, ID 83725-1290; Faxed to (208) 426-3343 or dropped off at Parking & Transportation Services, located at 1001 Lincoln Avenue.