



MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Department of Public Safety

375 Church Street • North Adams, MA 01247

Bus. (413) 662-5284 • Fax (413) 662-5512

Parking Ticket Appeal Form

All appeals to parking violations must be made by completing this form and returning it to:

Director of Public Safety

Massachusetts College of Liberal Arts

375 Church Street

North Adams, MA 01247

In order for appeals to be considered and reviewed, they must be received no later than 10 business days after the date of violation noted on the ticket. All information requested in this form **MUST** be filled out accurately and completely. Notification of an appeal decision will be made by the Director of Public Safety via campus mail, no later than 10 business days after it is received.

Ticket Number:	Date of Violation:	Time:
Registration Number:	State:	Make of Vehicle:
Location of Violation:		Unit Number:
Name:	Campus Email:	
Reason for Appeal:		

FOR DEPARTMENT USE ONLY

- After review, you have been found not responsible for the violation above. This violation will be voided and no further action is required. Please follow college parking guidelines in the future.
- After review, you have been found responsible for the violation above. Please make payment to the Parking Clerk of MCLA no later than 21 days after receipt of this appeal decision. Three or more violations may result in your vehicle being towed at your expense.

Supervisor's Comments:

Public Safety Supervisor: _____ Date: _____