**Fine Appeals Procedure:**
Students may appeal a parking and/or smoking violation by filling out the form below and attaching a letter explaining the circumstances surrounding the issuance of the violation. Please send this form, your letter and a copy of the original citation to the Student Activities Office (Student Union) or via email, appeal@fmcc.suny.edu. Violation appeals will be reviewed by the Student Life Appeals Committee and the person who received the violation will be notified of the outcome of the appeal in writing through their FM email account.

Name: __________________________________________
Address: __________________________________________
Phone #: __________________________________________
Student Email: ___________________________ Student ID#: __________

**VIOLATION CITATION INFORMATION** (completed by person applying for appeal)
Type of Violation: ____________________ (Parking or Smoking)
Date of Violation: __________ Time: ________ Location of Violation: __________
Description of Violation(s): __________________________________________

**APPEALS DISPOSITION** (completed by Appeal Representative)
Date of Appeal: __________ Time: __________
Appeals Representatives: __________________________________________
Judgment: __________________________________________

____ Reduction of Fine – New Fine amount is $_______________
____ Upheld – Fine amount remains the same
____ Dismissed with Warning – State reason for dismissal __________________________________________

__________________________________________  __________________________________________
Appeal Representative Signature  Appeal Representative Signature

CC: Appeals Committee and Department of Public Safety