



## **Parking and Transportation Services – Administrative Hearing: Fee Waiver**

**Policy Administrator:** Vice President for Administration and Finance/CFO

**Authority:** [California Vehicle Code Section 40215\(b\)](#)

**Effective Date:** January 1, 2010

**Updated:** October 10, 2013

## **Parking and Transportation Services – Administrative Hearing: Fee Waiver**

### **Policy**

In accordance with the California Vehicle Code (CVC), Parking and Transportation Services has established the following procedures for granting waivers for payment of the parking violation penalty required for second level administrative hearing for notices of parking violation issued on California State University, Fullerton campuses.

Per CVC 40215(b) California State University, Fullerton shall adopt a written procedure to allow a person to request an administrative hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due.

### **Responsibilities**

The Vice President for Administration and Finance/CFO has the overall responsibility for the rules, processes and procedures that govern parking ticket appeals.

### **Scope**

Individuals who are financially unable to pay for the parking violation penalty at the time of requesting an administrative hearing may request a fee waiver by submitting a Request for Waiver of Fine Deposit form and copies of documents that demonstrate their inability to pay the penalty amount by the due date indicated on the appeal results or the delinquent notice. Administrative hearing appointments will be scheduled upon approval of the fee waiver request. Failure to submit documentation by the due date will result in normal processing of the notice of parking violation and forfeiture of the opportunity to obtain an administrative hearing. The penalty amount of a notice of parking violation upheld by the Administrative Hearing Officer must be paid within one (1) week of the hearing results or the notice will be subject to delinquent fees and a DMV hold on the vehicle registration.

### **Information**

[California Vehicle Code Section 40215\(b\)](#)

[Parking and Transportation Website](#)

[CSUF Traffic and Parking Regulations](#)