**Collecting Parking Violation Fees UPPS No. 05.07.01  
Issue No. 12**

**Revised Date: 08/26/2022**

**Effective Date: 04/01/2022**

**Next Review Date: 04/01/2024 (E2Y)**

**Co-Sr. Reviewers: Associate Director of Parking Services; Director for Auxiliary Services**

**POLICY STATEMENT**

*Texas State University is committed to facilitating the safe and orderly conduct of university business and providing parking facilities in support of this function within the limits of available space.*

**01. SCOPE**

01.01 This policy establishes procedures associated with the collection of parking violation fees on Texas State University property.

**02. PROCEDURES FOR ASSESSING AND COLLECTING FEES**

02.01 The associate director of Parking Services will manage and supervise the collection and recording of fees related to parking violations.

02.02 All vehicles driven or parked on Texas State property are subject to the laws of the state of Texas and Texas State rules and regulations (see [Parking Services Regulations](http://www.parking.txstate.edu/regulations.html)). Fees for parking violations are as follows:

|  |  |
| --- | --- |
| Parked in disabled parking space without the proper insignia displaying the International Symbol of Access (ISA) | $300 |
| Blocking accessible pathways, access ramps, pedestrian pathways, or any infrastructure designed to aid accessibility | $150 |
| Use of altered, forged, lost, stolen, or fraudulent permits | $200 |
| Chronic offender fee | $150 |
| Boot removal | $ 75 |
| Improper display of permit | $ 10 |
| All other violations of university parking | $ 40 |

Each violation alleged on a violation notice is assessed a separate fee. Taxes may be assessed on fees.

Parking Services issues both physical and virtual permits. Both must be displayed according to the Parking Services’ [Rules and Regulations Section III.D](https://www.parking.txstate.edu/regulations.html).

02.03 Violators must make payments to Parking Services in person, online, or by mail within 10 working days from the date of issuance of the violation notice. Payments made by regular mail are considered received on the date postmarked by the United States Postal Service. Payments made via campus mail are considered received on the date payment is delivered to Parking Services.

02.04 A late fee of $15 shall be assessed for all violation notices that remain unpaid after 10 working days from issuance of the violation notice.

02.05 Students, faculty, and staff may appeal parking violations through a two-tiered appeals process. The judgement of the appeals process is final. Fees assessed and paid may be refunded to violators who receive a non-guilty verdict on their appeals. [UPPS No. 05.07.02](https://policies.txstate.edu/university-policies/05-07-02.html#section.15.05), Parking and Transportation, Section 15.05 and the [Parking Services Rules and Regulations](http://www.parking.txstate.edu/regulations.html) provide more detailed appeals information and procedures.

**03. PROCEDURES FOR HANDLING UNPAID PARKING VIOLATION FEES**

03.01 Unpaid charges for violations are recorded in either the name of the student, faculty, or staff person who:

a. bought the permit displayed, or who had previously bought a permit for that vehicle;

b. has previously paid violations on that vehicle;

c. is identified as the owner of the vehicle; or

d. has the same last name or the home address of the registered owner of the vehicle.

03.02 Once each semester, Parking Services will send ticket notices, via email, to persons with unpaid parking fines. Such notices will state that persons with outstanding fines are prohibited from obtaining a transcript, obtaining a diploma, and purchasing or obtaining a parking permit of any kind.

**\*04. REVIEWERS OF THIS UPPS**

04.01 Reviewers of this UPPS include the following:

Position Date

Associate Director of Parking April 1 E2Y

Services

Director of Auxiliary Services April 1 E2Y

**\*05. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Director of Parking Services; co-senior reviewer of this UPPS

Director of Auxiliary Services; co-senior reviewer of this UPPS

Vice President for Finance and Support Services

President