

CSUSM

Arts Equipment Checkout Fine Appeal Form

You may submit one appeal for a group of equipment borrowed together.

The appeal will only be accepted within 30 calendar days of the due date of the item.

All Appeal Forms must be filled out completely. A copy of the Checkout Agreement must be included with the submission of an Appeal Form.

Appeals For The Reasons Below Will Not Be Considered:

- *You did not receive or notice an overdue/billing notification.*
- *You loaned the equipment to someone else, who failed to return it.*
- *You cannot afford the fine.*
- *You returned the equipment to another department.*
- *You disagree with our fine/replacement policy and/or rates.*
- *You forgot about the due date/time.*
- *Your need was greater than another's need*

The Appeals Board will make a final decision within 30 business days of your appeal and notify you at your campus e-mail address with one of the following decisions:

- A). Fine Has Been Waived B). Fine Has Been Reduced C). Original Fine Amount Has Been Maintained

Fines and Penalties

Fines begin accruing as soon as an item is overdue and borrowing privileges are immediately suspended. The suspension of borrowing privileges will be lifted only under one of the following circumstances:

- A). You win your appeal B). The fine has been paid in full

Information about Your Appeal

Please fill out all information and attach any documentation that will help the Appeals Board make its decision.

Fine Amount: _____ Number of Items: _____

Date/Time of Checkout: _____ Date/Time Due: _____ Date/Time Returned: _____

- Reason for appeal: Medical (supply supporting documentation)
 Family emergency (supply supporting documentation)
 Other (attach a brief statement, including all relevant information)

Student Name: _____ Student ID #: _____

Campus E-Mail Address: _____@csusm.edu Phone Number: _____

Street Address: _____ City/State/Zip: _____

I hereby attest to the truthfulness of the above information and, to the best of my knowledge, it is accurate and complete.

Signature

Date