

Application for Fine Appeal

Patron Information --This form must be filled out completely

Date: _____

Name: _____

Student ID: _____

Address: _____

Phone: _____ **Email:** _____

Amount Appealing: \$ _____ **Type of fine disputing:** *Overdue* *Lost* *Damage*

Reason: _____

Additional documentation provided: _____

STAFF USE ONLY

Received by: _____ **Date:** _____

Did you speak to the patron regarding this fine? **Yes** **No** (Please attach Fine Notice print out)

Staff input: *Fine Valid* *Waive Fine* **Reason:** _____

Department decision: *Fine Valid* *Waive Fine* **Amount waived:** \$ _____

Patron contacted by: _____

Date contacted: _____ **by** **Email** **Phone** **In Person**

PATRON COPY

Date: _____ **Library Staff:** _____

Thank you for contacting the Library regarding your Circulation fines.

- It is your responsibility to know when your books are due and to return them on time.
- There is no guarantee of fine reduction or waive with this appeal.
- All fine appeals are reviewed by the Head of Circulation and approved by Library Dean.
- Decisions are made on a case by case basis based on the reason and supporting documentation provided.
- We will contact you regarding this Fine Appeal within 7-10 business days of the date this form is received.