

Request to Apply Fee/Fine to Student Bill

By signing below, I do hereby acknowledge:

- The charges indicated herein are my responsibility, and it is up to me to make full payment and financial restitution to Pacific Union College for these charges.
- It is my desire to place these charges onto my student bill, and thereby work with the Student Financial Administration Office in regards to payment plans for said charges.
- This signed statement is merely a *request* to apply these charges to my student bill, and it is subject to approval by my financial counselor.
- If the charges detailed herein are for **parking citations/violations**, there will be an added **\$5.00 processing fee per citation** added to the amount due in order to apply the charges to my student bill.
- If the charges detailed herein are for **vehicle registrations**, there will be an added **\$5.00 processing fee per vehicle** added to the amount due in order to apply the charges to my student bill.
- If my counselor denies the application of these charges to my student bill:
 - ✓ Public Safety will inform me by inter-campus mail of the declination.
 - ✓ I must return to Public Safety within **15 calendar days of this request** to resolve my financial obligation or be subject to penalty.
 - ✓ Public Safety will inform me of available payment options.
 - ✓ Any included processing fees will be deducted from the total amount due.

<input type="checkbox"/> Citations	Citation Number(s)	Date(s)	Amount(s)
	_____	_____	_____
	_____	_____	_____
	<input type="checkbox"/> - More citations listed on back of form. Amount total:		_____
	Total # of Citations _____ x \$5.00 processing fee per cite:		_____
<input type="checkbox"/> Registrations	Vehicle Registration fee(s):		_____
	Total # of Vehicles _____ x \$5.00 processing fee per car:		_____
	Total amount requested to be applied to my student bill:		

Student Signature	Name Printed	Student ID #
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Request Date	Public Safety Official	<input type="checkbox"/> - Granted by Student Finance <input type="checkbox"/> - Declined by Student Finance
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