



Board Policy
Chapter 3 – General Institution

BP 3525 PARKING CITATION PAYMENT PLANS

Policy Objective

It is the policy of the SMC that the registered owner or person responsible for parking citations shall be allowed to enroll in a payment plan. This policy has been created in response to changes in California Vehicle Code as a part of Assembly Bill 503 (2017-18).

Policy Statement

A registered owner (CVC 460, 505) or person responsible for the citations received on the Santa Monica Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

- A. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan at the time of enrollment.
- B. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- C. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(1).
- D. Once a vehicle is immobilized/towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22651(i)(1)(C).
- E. Payment plans shall include language allowing the campus to collect additional collection costs, court costs or attorney fees associated with the collection of outstanding debt.
- F. If an individual requires continued access to parking on campus, the purchase of a parking permit will be required.

The fee to enroll in a payment plan is \$25.

Applied late fees will not be removed, but any late fees not yet applied will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.

- A. If an individual defaults on a payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration hold on the vehicle. An Academic Hold will be placed on the Students records until the total fees are paid in full.
- B. Once the payment plan is in place and the individual adheres to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a “DMV Registration Hold”) and any DMV Registration Hold in place will be temporarily removed.
- C. If an individual defaults on a payment plan, the DMV Registration Hold will be reinstated, if applicable.
- D. At plan enrollment, an initial payment of 10% of the amount owed, plus the enrollment fee, is required.

Payments must be made each calendar month.

- A. There is no grace period for late payments.
- B. For mailed payments, a postmark is acceptable to meet this requirement.

Payment plan duration

- A. For balances under \$200, payment plans may not exceed four months.
- B. For balances between \$200 and \$400, payment plans may not exceed six months.
- C. For balances over \$400, payment plans may not exceed nine months.

The period of repayment will be determined by the appropriate administrator.

Definitions

Late: The citation is past 21 days from issuance and 14 days from mailing of the reminder notice and additional fees may be applied.

Delinquent: The citation is unpaid. Late fees may or may not have been applied.

Person responsible: The individual who has opted to enter into the payment plan with the campus.

Laws, State Codes, Regulations and Mandates

- CVC 21113: Authority of the Santa Monica Community College District to create parking regulations
- CVC 40220(a)(1)(D): Requirement to have a District payment plan

Adopted: