

FIXED PENALTY NOTICE

Dear Mr.

I.D Number

Loughborough Students Discipline Committee have reason to believe that on _____ you committed a prosecutable offence under the Loughborough Students Union Discipline policy.

1. You are being issued a fixed penalty Notice in accordance with Loughborough Students Union Discipline Policy to offer you the opportunity of discharging liability to conviction for this fixed penalty offence by the incurrance of a Sanction drawn from Loughborough students union discipline pack
2. This means that no interview will take place and no further action will be taken by Loughborough Students Union, subject to you accepting the sanction of

(see part *b* for further instructions regarding sanctions)

The sanction will begin immediately upon receipt of email confirmation from yourself as in point 3.

3. You must either accept or refuse this penalty via email to reception@lufbra.net within **7 days** or a further sanction of a £50 fine will be levied against you increasing by £50 for every 7 days that no contact is received.
4. You will remain banned from Loughborough Students Union until contact has been made regarding this fixed penalty notice.
5. If you decide to contest this fixed penalty notice you must book a discipline appointment with the VP Finance and Commercial Services which could take up to 2 weeks. You may receive the same sanction again that was given in the original notice.

b) FIXED PENALTY SANCTIONS

Ban from Bars and ENTS facilities - This ban comprises of a ban from the Union on a night, or any Union event, and a ban from all Union Bars. This ban does not affect a members right to be part of any LSU society or Sports club.

Fine – A monetary sanction used by LSU. Fines are payable at the union reception between the hours of 9:00 am – 5:00pm. Fine amounts are based on the minimum sanction guidelines approved by LSU.

Community Service – Community service can be organised by contacting the VPFinance@lufbra.net

Should you have any questions regarding this fixed penalty notice please contact union reception in person , on 01509 635000 or at reception@lufbra.net .