Admissions Appeal Request Form

Please complete this form after you have received an admissions decision and you wish to appeal the decision. You may need to submit additional documentation or other evidence in support of you appeal request.

Please ensure that all sections are completed as fully as possible and return with **any accompanying documentation** to the [Resolutions@ucfb.ac.uk](mailto:Resolutions@ucfb.ac.uk)

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| --- | --- | --- | --- | --- | --- | --- |
| **Section 1:** **Applicant Personal Details** | | | | | | |
| Student surname |  | | Student forename | |  | |
| Date of birth |  | | Telephone number | |  | |
| Address |  | | | | | |
| Declared Disability or Learning Difficulty?  *Should you have any specific*  *requirements relating to a disability*  *or specific learning difficulty please*  *indicate any adjustments you feel*  *you need to access this process.* |  | | | | | |
| If you have sought advice from a third party, please state the name and contact details of the person who provided  you with advice. |  | | | | | |
| If you give permission for the University to discuss your case with the above person please indicate this | Yes | | | No | | |
| **Section 2:** **Course Information** | | | | | | |
| Course title applied for |  | | | | | |
| Campus applied for | Wembley | | Manchester | | Distance Learning/ Distance Learning with Attendance |  |
| Start date applied for |  | | | | | |
| **Section 3:** **Admission Decision** | | | | | | |
| Is this appeal against an initial Admissions Decision or an Admissions Appeal Outcome | Admissions Decision | | | Admissions Appeal Outcome | | |
| Date of decision published |  | | | | | |
| Have you requested feedback on the Admissions Decision? | Yes | No | | If yes, please provide a copy of the feedback as evidence | | |
| **Section 4: Your Preferred Outcome** | | | | | | |
| Please indicate below what outcome you would like to see as a result of your Appeal. |  | | | | | |
| **Section 5: Grounds for Appeal** | | | | | | |
| Please indicate which of the ground(s) you are applying for by ticking the appropriate box(es):  It is important that you provide as much information as possible. If you wish to submit this information in typed format on a separate sheet, please ensure that you answer each of the questions. | | | | | | |
| **Information** was that was unavailable at the time of original application is now available | State the nature of information that is now available and why not presented earlier | | | What documents are included | | |
|  | | |  | | |
| There has been a **misinterpretation of information or data** contained within the original application | State the nature of misinterpretation of information or data | | | What documents are included | | |
|  | | |  | | |
| There is evidence of unjustified **discrimination or bias** against the applicant. | State the nature of unjustified discrimination or bias | | | What documents are included to support this | | |
|  | | |  | | |
| **Section 6 PRIVACY NOTICE AND DECLARATION** | | | | | | |
| Any Personal Data provided by you in this Application Form, or as an attachment, will be processed by UCFB for the purposes of logging, coordinating, progressing and facilitating  resolution of the matter(s).  Full details of how UCFB will use these details can be located at <https://www.ucfb.ac.uk/about-ucfb/privacy-policy/>  I declare that:   * The information provided on this Admissions Appeal Request form and any accompanying documentation is true to the best of my knowledge; * I have read and understood UCFB Privacy Policy and I agree to the processing of my Personal Data as set out above; * Where I have submitted Personal Data regarding a third party I have obtained written consent from that individual to share their Personal Data and have provided this with my Admissions Appeal Request or I have anonymised the Personal Data. | | | | | | |
| **Signed**  (typing your name and emailing this form will be considered as a formal request for an appeal) |  | | | | | |
| **Dated** |  | | | | | |