



STUDENT SUPPORT APPEAL FORM

IMPORTANT: Please read the following notes before completing this form.

If your application for student support is unsuccessful and you believe that our decision is wrong, or if you believe that the level of support you have been offered is wrong, you can use this form to appeal against our decision. These notes explain Student Support Section's procedure for dealing with appeals and offers you guidance on how appeals should be made.

Grounds for appeal

Eligibility: You will have been refused funding if we do not believe that you meet the necessary eligibility criteria (for example you do not meet the residence requirement). Our letter to you explains why we believe that you do not qualify for any support.

If you decide to make an appeal because you believe that you do meet the eligibility criteria, you will have to explain to us why you believe we are wrong. You may also have to provide us with additional documentary evidence to support your appeal.

You will need to think carefully about whether or not you have a good reason for asking us to reconsider your application. Your application will already have received careful consideration and an appeal is not likely to be successful unless you can provide relevant new information which was not considered in your original application.

Level of support: If you are considering making an appeal against the level of support you have been offered, you will have to explain to us why you believe that you are entitled to additional support. You may have to provide us with additional documentary evidence to support your appeal.

You will need to think carefully about whether or not you have a good reason for asking us to reconsider the level of support available to you. Your application will already have received careful consideration and an appeal is not likely to be successful unless you can provide relevant new information which was not considered in your original assessment.

Procedure

If you decide that you have grounds to make an appeal, you must complete and return this form as quickly as possible.

Your application form, appeal form and any other information you supply to us with this form, will be given fresh consideration. Your appeal will be dealt with within 10 working days and you will be advised of the outcome in writing.

You should bear in mind that if your appeal relates to basic eligibility (for example residence) you will not automatically receive student support if you do not meet another of the eligibility criteria.



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IMPORTANT: Please read the attached notes before attempting to complete this form. Detach the notes from the form before returning the form to us. Please send the completed form to us as quickly as possible.

Personal details

Surname/family name	
Your first name(s)	
Your student support or reference number	
Your present address	
Telephone number	

Details of your course

Name of your college or university	
Address of your college or university	UCAS college code:
Full title of your course <i>Qualification (BA/BSc/HND) and subject(s)</i>	UCAS campus code:
	UCAS course code:

Duration of course	From	<input type="text"/>	<input type="text"/>	Until	<input type="text"/>	<input type="text"/>
		Month	Year		Month	Year

Type of course **Full-time/Full-time sandwich/Part-time**
Delete as appropriate

The reason for your appeal

If you have been refused student support and you believe that our decision is wrong or if you believe that the level of support you have been offered is wrong, please explain why you believe we are wrong.

If there is any other information which you would like us to take into account (which you have not already told us about) please provide full details below.

Signature of applicant:.....Date:.....