

**APPEALS  
PROCEDURES:  
FINANCIAL  
SUPPORT  
APPEALS FORM**

# **APPEALS PROCEDURES: FINANCIAL SUPPORT APPEALS FORM**

The completion and submission of this form will start a formal Appeals Procedure and should be used if you feel a decision on your financial support is incorrect or there is new supporting documentation. Before submitting a formal appeal, you should discuss the matter with Careers, Employability and Welfare on your campus to gain an understanding of why your application was unsuccessful and why your support application was unsuccessful (known as Feedback in the procedure). If the matter remains unresolved, you may then start the formal Appeals Procedure by completing this form in full. Full details of the Appeals Procedure can be found at the back of this form.

## **Important notes:**

You may only appeal on your own behalf. An appeal submitted by a third party will not be accepted unless accompanied by written authorisation from you.

The Appeal Form must be submitted to Careers, Employability and Welfare within 14 working days of notification of the result or decision against which you are appealing.

## **1. YOUR DETAILS**

**Full Name:**

**ID Number:**

**Faculty:**

**Campus:**

**Programme  
of Study:**

**Year of Study:**

**Address for  
correspondence:**

**Tel no:**

**Mobile no:**

**E-mail:**

## 2. ABOUT YOUR APPEAL

### a) Please state the decision against which you are appealing

### b) Please tick the box(es) below to indicate on what grounds you are appealing: An appeal which questions the professional judgement of those charged with the responsibility for assessing a student's financial support will not be permitted.

- (i) There exists, or existed, circumstances affecting your financial situation of which, for a credible and compelling reason, the Assessment Panel may not have been made aware when the decision was taken and which might have had a material effect on the decision.

Please explain here any credible and compelling reasons as to why this information was not made available prior to the decision being made. Please provide supporting documentation.

(continue on a separate sheet if necessary):

- (ii) There has been an administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the financial support of such a nature as to cause significant doubt as to whether the decision might have been different if the error, or irregularity, had not occurred.
- (iii) There is evidence of prejudice or bias or lack of proper assessment on the part of the Assessment Panel.

**c) Please give details of your appeal here, including the date of the matter under appeal arising and your desired outcome**

(continue on a separate sheet if necessary).

**d) Please indicate what supporting documentation you are submitting in support of your appeal that you wish to be considered and attach it to a hard-copy of this form, duly signed. This should normally be contemporaneous, and capable of verification. All evidence should be written in English, or, if not, certifiably translated.**

1.

2.

3.

4.

5.

6.

**Declaration:**

I declare that the information given in this form is true. I have consulted Careers, Employability and Welfare before completing the form. I understand that my appeal will be looked at by the Appeals Board and I will be notified in writing of the outcome.

Signed:

Date:

If you wish to contact Careers, Employability & Welfare email [careers&welfare@tmc.ac.uk](mailto:careers&welfare@tmc.ac.uk).

Note: In order to consider your appeal fully, the Faculty will need to disclose the appeal to members of staff whose input may be required.

**FOR OFFICE USE ONLY**

**Date processed:**

**Board Members:**

**APPEAL OUTCOME**

**Has the appeal been:**

**UPHEALD**

**DECLINED**

**SPECIAL CIRCUMSTANCES AWARD**

**Appeal**

**Checked and verified by:**

**Appeals Board Member:**

**Second signature**

**Appeal Board Names:**

**Print Name:**

1

2

**SPECIAL CIRCUMSTANCES AWARD**  
**New amount to be awarded**

£

**Checked and verified by:**

**Print Name:**

# APPEALS PROCEDURE

## when appealing the Higher Education Fund Application 18/19

### 1. Purpose of the procedure

The purpose of this procedure is to safeguard the interests of UCEN Manchester students and staff. The Appeals Procedure will ensure applicants will not be disadvantaged in any way if they use the procedure.

### 2. Data protection

Due to Data Protection legislation (GDPR), the appeal must be submitted by the student or from someone who the student has given consent, in writing, to act on their behalf. This consent must be held on file with the application.

### 3. Grounds for Appeal

Students can use the following grounds to appeal against the original decision:

#### 3.1 The emergence of new material information, which may have affected the decision.

In such cases, the student must also provide details of why the new material information was not made available at the time of application. Please note that if this information was available or known to the applicant at the time of application and was not included for whatever reason, it will not be considered as new material information.

#### 3.2 Procedural irregularity

Where the student believes that UCEN Manchester has not adhered to its own stated procedures.

#### 3.3 Evidence of bias or prejudice.

Students are advised that there is no provision for appeal against the academic or professional judgement of those making the decision on an application.

### 4. Time limits

An appeal should normally be submitted within 14 working days from receiving a decision to an application.

### 6. Making an Appeal

There are two stages to the Appeals Procedure.

#### 6.1 Stage 1: Feedback

Prior to initiating an appeal, if they have not already done so, students are recommended to request feedback on their application from Careers, Employability and Welfare on the campus they applied. Feedback is provided to enable students to reflect on their application in order to make an informed decision if an appeal is valid.

#### 6.2 Stage 2: Appeal

If a student is not satisfied with the feedback at Stage 1, they may make an appeal. To do so, the student should complete the appeals form and hand it back to Careers, Employability and Welfare within 14 working days of receiving a decision on an application. Please note that it is important to include all required information as stated in the form. Upon receipt of the form, the Appeals Board will log the appeal and consider the evidence. The Board will normally respond in writing to the student within ten working days from receipt of the appeal.

### 7. Storage and Processing of Appeals Information

By signing an Appeal form a student agrees that UCEN Manchester can process the disclosed information for all purposes relating to the Appeal for Students, and to their application. The information will be stored and processed in accordance with LTE Group (The Manchester College and UCEN Manchester) policy under the Data Protection Act (1998). It may be disclosed to those members of the Group who have a need to see it, and will be stored as part of the Groups record of your application in line with GDPR requirements..

THE OUTCOME OF THE APPEALS PROCESS IS MADE WITHOUT PREJUDICE AND STUDENTS CAN MAKE FUTURE APPLICATIONS IF THEIR CIRCUMSTANCES CHANGE.