

Complaints & Appeals Form for Applicants 2025-2026

Personal Information

Please complete all fields clearly.

Full Name:

Date of Birth:

Address:

Postcode:

Telephone Number:

Email Address:

Application Information

Student Number (if applicable):

UCAS ID (if applicable):

Course Applied For:

Nature of Request

Please tick (✓) the relevant option:

- ☐ **Formal Appeal** – A request for a formal review of the outcome of an admissions decision.
- ☐ **Formal Complaint** – An expression of dissatisfaction regarding Shockout's admissions or audition policies, procedures, or staff conduct.

Note: Appeals cannot be made solely on the basis of artistic or academic judgment.

Details of Appeal or Complaint

Please describe the reason for your appeal or complaint, including key dates, names (if relevant), and specific details. You may attach additional pages if required.

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Desired Resolution

Please explain how you would like Shockout to resolve this matter.

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Supporting Information

List any supporting documents you are submitting (e.g., correspondence, evidence, or reports).

Previous Action

Before submitting this form, you should have attempted to resolve the matter informally with the **Admissions Team**, as outlined in the Admissions & Auditions Complaints and Appeals Process.

Please provide details of any informal action taken.

Declaration

I confirm that:

- The information provided in this form is accurate and complete.
- I consent to the details of this appeal/complaint being shared with relevant members of Shockout staff for review and resolution.
- I am the applicant named above, submitting this form myself.

Signature: _____

Name (print): _____

Date: _____

Representation (if applicable)

If someone else is submitting this form on your behalf, please complete the section below and attach **written permission** from the applicant authorizing this representation.

I am not the applicant concerned but have **written consent** from the applicant to act on their behalf (attached).

Representative's Signature: _____

Name (print): _____

Date: _____

Submission Instructions

Please submit your completed form and any supporting documentation to:

✉ **admissions@weareshockout.com**

You will receive an acknowledgment of receipt within **7 working days**.

Data Protection Notice (GDPR 2018 & UK Data Protection Act 2018)

All personal information provided will be handled in accordance with data protection legislation. Information will be used solely for the purpose of investigating and responding to your complaint or appeal and will be stored securely in line with Shockout's Data Protection Policy.