

## Complaints & Appeals Form For Applicants

### Personal Information

Full Name: ..... Date Of Birth: .....

Address: .....

..... Postcode: .....

Telephone Number: ..... Email Address: .....

### Application Information

Student Number: ..... UCAS ID (if required): .....

Course Applied For: .....

### Nature of Request

**I wish to make a formal appeal.** An appeal is defined as a request by an applicant for a formal review of the outcome of an admissions decision. **YES/NO**

**I wish to make a formal complaint.** A complaint is defined as an expression of dissatisfaction about Shockout's admissions policies or procedures which have been used to make a decision and/or the actions or lack of action of Shockout staff. **YES/NO**

### Details of Appeal/Complaint

Please provide details of your case. You may submit additional sheets if necessary.

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### Desired Resolution

Please tell us how you would Shockout to resolve your appeal/complaint

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## **Supporting Information**

Please list any documents you have provided with this form in support of your request.

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## **Previous Action**

Please provide details of any action you have already taken to resolve this matter informally. You should have sought feedback in accordance with point 3 of this process before submitting this form.

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## **Declaration**

I believe that the information in this form is accurate. I consent for the details of this appeal/complaint to be passed on to relevant members of Shockout for consideration.

I confirm that I am the applicant concerned in this appeal/complaint

Signed: .....

Name: .....

Date: .....

OR

I am not the applicant concerned in this appeal/complaint but I have their written permission which is enclosed with this form.

Signed: .....

# SHOCKOUT

Name: .....

Date: .....