# Student Appeals Form

# Appeals against Exclusion for Non-Payment of Fees Decisions (Section 13)

This form should be used for appeals made by students according to Section 13, Appendix 1 of the Handbook of Student Regulations. Please read this section before completing this form. For alternative formats, please see page 4.

It is important to note that the repayment of outstanding debt following an exclusion is not grounds for an appeal in itself and it does not guarantee reinstatement on to the programme of study.

## Personal Details

|  |  |
| --- | --- |
| **Full name** | Click here to enter text. |
| **Student number** | Click here to enter text. |
| **Faculty** | Click here to enter text. |
| **Course name** | Click here to enter text. |
| **Contact phone number** | Click here to enter text. |
| **Contact email address** | Click here to enter text. |
| **Date on your ‘Final Exclusion Letter’** | Click here to enter a date. |
| **Campus** | Choose an item. |

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| --- | --- | --- |
| **Do you have any accessibility requirements that we need to consider for you to engage with the Request for Review Procedure?** Yes [ ]  No [ ] If yes, please detail your requested requirements below:

|  |
| --- |
| Click here to enter text.  |

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## Stage 1 Appeal Details

**If you have already discussed your issue with someone in the Finance Team, please provide details:**

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| --- |
| Click here to enter text. |

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| **Date of discussion** | Click here to enter a date. |
| **Who did you discuss this with?** | Click here to enter text. |

## What do I do if my Stage 2 appeal is late?

Formal appeals need to be lodged within 10 working days of the date on your ‘Final Exclusion Letter’. **If your appeal is late, please explain in the box below why it is late.** If you do not provide a compelling reason for the lateness of your appeal, it may be rejected for being out of time.

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| --- |
| Click here to enter text. |

## My grounds for appeal

## Please select the grounds for your appeal by ticking the appropriate box. You may appeal on one or both of the grounds permitted for your appeal.

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| --- | --- |
| 1. The Finance Team did not follow the correct procedures when excluding you for non-payment of tuition fees (and that this significantly affects the outcome);

**If you are appealing under ground (a), please provide details of the way in which you believe correct procedures were not followed:**

|  |
| --- |
| Click here to enter text.  |

 |[ ]
| 1. That you have new information about your personal extenuating circumstances that you could not bring to the attention of the University prior to exclusion, and which significantly affects the outcome.
 |[ ]
| **If you are appealing under ground (b), you must provide a compelling reason for why you could not provide the information before the decision to exclude you was made, and evidence this where possible. Please provide your reason below:**

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| --- |
| Click here to enter text.  |

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## Documentation Attached

You must provide supporting documentation in which you explain your grounds for appeal in detail and provide supporting evidence. This supporting evidence must be authentic and map onto the relevant time-period. If we reasonably believe that the evidence supplied by you is not authentic, it may be referred to the Student Disciplinary Procedure for further investigation. Please list the documents supplied in the space below and submit them with this form. You must provide these documents in full, and in a format that is clear to read.

|  |
| --- |
| Click here to enter text. |

## Data Protection

I hereby consent for any sensitive/confidential personal data, such as counselling records, held by the University to be made available to the Finance Team for use as evidence or supporting documentation as appropriate.

I understand that as part of the investigation into my appeal, the Finance Team may be required to share this information with other University staff on a need-to-know basis.

**I declare that, to the best of my knowledge, all of the information I have supplied is true, accurate and complete. I give my consent for information in this form and attached documents, and personal data held elsewhere within the University to be shared with relevant members of University staff on a need-to-know basis for the purpose of investigating my appeal.**

[ ] **I confirm that this signature is of the student making this appeal**

|  |  |
| --- | --- |
| **Signature** | Click here to enter text. |
| **Date** | Click here to enter a date. |

# Guidance

## Request an Alternative Format

If you would like this document in an alternative format, please contact the Student Appeals and Complaints Office: studentappealsandcomplaints@northumbria.ac.uk

## Advice or Assistance

For further explanation of the appeals procedure, contact:

**The Student Advice and Support Team,** via your student portal, Student Central, or ask4help@northumbria.ac.uk (if you do not have access to your student portal)

Or

**The Student Appeals and Complaints Office** via studentappealsandcomplaints@northumbria.ac.uk

For independent advice or assistance in completing this form, or with any other aspect of the appeals procedure, contact **the Students’ Union Advice Service:** <https://mynsu.co.uk/advice-centre>

## Submitting Your Appeal

Please include the following when you submit your appeal:

[ ]  a completed Exclusion Decision Appeals Form

[ ]  **all** evidence which supports your appeal

[ ]  a copy of your exclusion letter or email

Please submit your appeal via the Student Portal or by email to **ask4help@northumbria.ac.uk** if you are no longer a student