# 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 of the Handbook of Student Regulations. Please read this section before completing this form. For alternative formats, please see page 3.

## Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name** | Click here to enter text. | | | |
| **Student number** | | Click here to enter text. | | |
| **Faculty** | Choose an item. | | | |
| **Course name** | | Click here to enter text. | | |
| **Contact phone number** | | | Click here to enter text. | |
| **Contact e-mail address** | | | Click here to enter text. | |
| **Date of the Exclusion decision  you are appealing against** | | | | Click here to enter a date. |

|  |  |
| --- | --- |
| **Campus** | Choose an item. |

## Stage 1 Appeal Details

**If you did not first discuss your issue with the person directly dealing with the matter in the Finance Department, in accordance with the Stage 1 process, please explain why not:**

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

**Please give details of any discussion with the Finance Department**:

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

|  |  |  |
| --- | --- | --- |
| **Date of discussion** | Click here to enter a date. | |
| **Who did you discuss this with?** | | Click here to enter text. |
| **Why are you dissatisfied with the outcome?** | | Click here to enter text. |

## 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 map onto the relevant time-period. Please list the documents supplied in the space below, and attach them to this form:

**Note:** 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 Officer: [studentappealsandcomplaints@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)

## Advice or Assistance

For further procedural explanation of the appeals process, contact:

**Student Appeals and Complaints Officer**

Pandon Building

**Student Engagement Team**

Via the Student Portal

Student Central

[Ask4Help@northumbria.ac.uk](mailto:Ask4Help@northumbria.ac.uk) (if no longer a student)

For advice or assistance in completing this form, or with any other aspect of the appeals process, contact:

**Students’ Union Advice Service**

[Students’ Union](https://www.mynsu.co.uk/getsupport/)

## Submitting Your Appeal

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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**](mailto:ask4help@northumbria.ac.uk) if you are no longer a student