This form may be used for appeals relating to admission to the University of Winchester. Currently registered students should ***not*** use this form. Before completing the form, applicants should refer to the University Policy, *Appeals by Student Applicants,* available on the University website at:

http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/Pages/Public-Documents.aspx?category=Student Administration, Applicants and Admissions

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| **Instructions for Completion** |
| ***Please complete this form, including the Statement of Appeal, electronically and attach:***   1. *a copy of the letter confirming the decision of the University* 2. *any supporting documentation/evidence*   ***Send the form to:*** *Dean of Admissions*  *Or Director of Research and Knowledge Transfer (for postgraduate research appeals)*  *University of Winchester, Sparkford Road, Winchester, SO22 4NR*  ***Or email to:*** *Admissions@winchester.ac.uk*  ***Deadline:******within 20 working days*** *of the date of the letter from the University or UCAS (or other recognised applications and communications systems, eg Law Cabs).* |

**Section 1: Personal Information**

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| --- | --- | --- | --- |
| **Surname** |  | **First Name** |  |
| **Address:** |  | | |
|  | | | |
|  | | **Postcode** |  |
| **Telephone Number** | 01962 | **Email address** |  |

**Section 2: Application Information**

|  |  |
| --- | --- |
| **Application ID Number\*** |  |
| **Course Title** |  |
| **Course Level**  **(Undergraduate/Postgraduate)** |  |

**\*Your Application ID number is your UCAS Personal ID if you are applying for undergraduate study, or the Applicant Reference Number sent to you with the application decision if you are applying for postgraduate study.**

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| **Section 3: Details of the Appeal** | |
| **Specify the grounds (as stated in the Policy: *Appeals by Student Applicants*) under which you are making this appeal** (Please tick **all** grounds that apply) | |
|  | a) There exists new evidence, which can be corroborated and ***could not*** have been bought to the attention of the University prior to the selection process. |
|  | b) There is evidence of a procedural irregularity connected directly with the selection process undertaken by the University. |
|  | c) That the decision of the University is, on the basis of the information available, unreasonable. |
|  | d) There is evidence of prejudice or bias on the part of those involved in the selection process. |
| **Please give details of the circumstances which give rise to your Appeal. Please be as specific as possible and include dates of actions or events where appropriate.**  *In completing this form, electronically, the space below will expand to fit your requirements. If you would prefer to type your statement on a separate page, please feel free to do so and submit it with this form.* | |
|  | |
| **Please indicate the remedy you are seeking to your Appeal.** | |
|  | |
| **If you have already attempted to resolve the matter informally, please give details here of the actions you have taken.** | |
|  | |
| **Please provide any other information that you think is relevant to your Appeal. If you wish, you may attach additional documentation to this form.** | |
|  | |

**Section 4: Declaration**

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| I believe that the information I have provided is true and accurate. I agree to the University passing details of this Appeal to relevant members of University staff for consideration. | | | |
|  | | | |
| **Signed** |  | **Date** |  |