

HE Admissions Appeal Form

HE-AA-02 Issue 1 Rev 0 draft



This form must be received by the Head of Admissions within **5 working days** from receipt of notification that your application has been unsuccessful. Before submitting an appeal, be sure to read the HE Admissions Policy and HE Admissions Appeals Procedure documents carefully.

(Both of these documents are available on our website within the Higher Education section). <https://bacoll.ac.uk/HE>

Guidance for Completion of this form

- Complete all three sections of the form.
- Please return your completed form to: enrolment@bacoll.ac.uk
If you are unable to email the form, you can post it to:
Head of Admissions, Admission Appeals, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, DL14 6JZ
- It is your responsibility to ensure that the form has been completed correctly.
**However if you need support in completing this form, please contact our Admissions Team on enrolment@bacoll.ac.uk*

Receipt of this form will be acknowledged by the Head of Admissions within 3 working days of receipt.

SECTION ONE	
Full Name	
Date of Birth	
Contact Telephone Number(s)	
Email Address	
Contact Address* <small>*If you wish to receive correspondence in writing rather than email</small>	
Course Title	
Student Number	
Year (e.g. 1, 2 or 3)	
Date you received notification that your application was unsuccessful	

SECTION TWO

Grounds for Appeal

In accordance with the College's HE Admissions Appeals Procedure, appeals against admissions decisions will only be accepted on **one or both** of the following grounds (**please tick one or both boxes below**):

That you believe the College has failed in its duty to follow procedures relating to you application and admissions decision making.

That there is evidence of unjustified discrimination or bias against you.

Applicant's Statement

Please provide a statement giving further details on the grounds for your appeal. Wherever possible, please base your appeal on factual statements. *The text box below will automatically expand to accommodate your response, if you are completing it hand written please continue on a separate sheet if necessary.*



SECTION THREE

Student Signature

Please sign in the space below and add the date you signed the form

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Date of Signature

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Please retain a copy of this form and supporting documentation. Documents supplied as part of the application process will not be returned. Where photocopies of documents are submitted, you may be required to provide the Head of Admissions with sight of the original documents in order to verify their authenticity. If evidence is provided in a language other than English, it is your responsibility to have it independently translated.