

Appeal Against Admissions Decision Form

Full Name:		Student/Application ID:	
Programme of Study <input type="checkbox"/> HND Business; <input type="checkbox"/> HND Hospitality Management; <input type="checkbox"/> BA (Hons) Top-Up Business; <input type="checkbox"/> BA (Hons) Top-Up Hospitality Management; <input type="checkbox"/> FdA Business; <input type="checkbox"/> FdA Hospitality; <input type="checkbox"/> MA International Business		Intake Month and Year:	
Address for correspondence:			
Tel no:		Mobile no:	
Email:			
Preferred method of contact: E-mail: <input type="checkbox"/> Phone: <input type="checkbox"/> Letter: <input type="checkbox"/>			
Please indicate the date you received notification of this decision? (Please note that you can only submit an appeal within 10 working days of receiving confirmation of the decision)			
Please tick the box(es) below to indicate the grounds under which you are appealing:			
Ground A – Quality of Academic Performance which for good reason was not available to the Admission Officers when their decision was taken.		<input type="checkbox"/>	
Ground B – Admission decision: this can only be submitted in the following grounds in accordance to Nelson College London Policy: <ul style="list-style-type: none"> • procedural irregularity (e.g. failure to make a decision within the correct timeframe) • new information which may have affected the decision (with reasons why it was not made available at the time of application); • evidence of any action or decision which is not consistent with the College's 'Recruitment, Admissions and Selection Policy' and 'Equality and Diversity Policy'. 		<input type="checkbox"/>	

<p>Ground C – Poor attendance or lack of demonstrable intent to succeed in the course.</p>	<input type="checkbox"/>
<p>Ground D- Non-attendance (i.e. 0%) in the first two weeks of the course.</p>	<input type="checkbox"/>

Please note, if you cannot provide evidence and supporting statement for your appeal, it will be rejected. In either case, the College reserve the right not to provide any reason for refusing the appeal.

Supporting Statement:

Supporting Evidence:

Evidence number	Evidence Name	attachment

Please confirm the following:

I have read through the College Regulation and Policy related to appeal	<input type="checkbox"/>
I have enclosed evidence or supporting document(s) to support my appeal	<input type="checkbox"/>

Procedures:

1. All Complaints/Appeals should be addressed to the Head of Programme Delivery at d.douglas@nelsoncollege.ac.uk, (LMU Programmes), or the Head of Academic Services at a.osiniagova@nelsoncollege.ac.uk, (HND Programmes), with accompanying evidence supporting the grounds of the complaint. The relevant circumstances will then be investigated in full. A complaint hearing may be arranged if necessary. This will normally take place within ten working days of receiving a complaint.
2. If the appeal is refused, the applicant can request for a final review of complaint by the Principal of the College, who will normally within ten working days issue a formal written judgement to the applicant.
3. Prospective applicants are not normally eligible to seek a review of their complaint by the Office of the Independent Adjudicator (OIA).