

**Admissions Complaints and Appeals Form**

This form is for the submission of appeals or complaints relating to Admissions to the University of Northampton. Before completing this form, please refer to the Applicant Complaints and Appeals Policy, which you may download from here:

[Admissions policies](http://tundrasearch.northampton.ac.uk/results/searchresult.aspx?Search=&Title=&Description=Admissions+Rules+and+Regs&submit=Search)

Decisions relating to the following cannot be appealed:

* Academic decisions on an applicant’s suitability to join a course
* Decisions relating to an applicant’s criminal conviction
* Decisions relating to a course’s Occupational Health requirement

**Section 1 - Details of the person making the complaint or appeal**

|  |  |
| --- | --- |
| Name of applicant |  |
| Application or student number |  |
| Programme applied for |  |
| Email address |  |
| Telephone number |  |

Tick one

|  |  |  |
| --- | --- | --- |
| Are you making this complaint or appeal on behalf of someone else? | Yes |  |
| No |  |

**If you are making this complaint or appeal on behalf of someone else, you must provide the applicant’s written consent – signed - with this form. Unsigned declarations cannot be accepted.**

Anonymous complaints or appeals will not usually be accepted.

**Section 2 –Complaint/Appeal**

Please indicate if you wish to make a complaint or an appeal.

|  |  |  |
| --- | --- | --- |
| **Tick one box below** | **Definitions** | |
|  | Complaint | An expression of a specific concern on the application of admissions procedures or a related admissions service. This concern can relate to academic or non-academic matters. |
|  | Appeal | A request for a review of a decision concerning selection or admission. |

**Section 3 – Details of your complaint or appeal**

Please provide us with details of your case. You may use additional sheets if they are required.

**Section 4 – Details of action already taken**

Please provide detail of any action you have taken to resolve the matter informally.

**Section 5 – Desired outcome**

Please advise how you would like the complaint or appeal to be resolved.

**Section 6 – Additional documents**

Please list any additional documents you are submitting in support of your complaint or appeal.

**Section 7 - Declaration**

I declare that the information given is true and that I am willing to answer further questions if necessary.

I understand that the details of this complaint/appeal will be passed to the Head of Student Admissions (or nominee) and other relevant staff for investigation.

Signed: Date:

This form should be submitted to the Head of Student Admissions, Park Campus, Boughton Green Road, Northampton, NN2 7AL or by email to [admissionsconfidential@northampton.ac.uk](mailto:admissionsconfidential@northampton.ac.uk)

|  |  |
| --- | --- |
| Date received |  |
| Complaint Acknowledged |  |
| Investigator |  |
| Investigation completed |  |
| Applicant informed of outcome |  |

February 2016