



Appeals Form

This form is to be used in respect of all Appeals other than Assessment Appeals (See QFA 7.12) The Appeal form must be submitted to the relevant body.

- Where a learner wishes to **appeal** a decision of any Board or Committee of the College, the appeal must be received in writing, using the proper appeals form (FQA7.11) within 5 working days of the original decision being communicated;

This form must be completed with reference to QA 7.11: Appeals Policy and Procedure.

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| I confirm I have read QA: 7.11 Appeals. | |
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| Section A. Student Information | | | |
|--------------------------------|--|---------------------|--|
| Student Name | | Student Number | |
| Telephone Number | | SMSI E-mail Address | |
| Programme | | Stage | |
| Address for Correspondence | | | |

| Section B. Type of Appeal | |
|---------------------------|--|
| Review | |
| Appeal | |

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| <u>Nature of Appeal: (e.g. admissions/disciplinary)</u> | |
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FQA 7.11: Appeal Form

Section 3: GROUNDS FOR APPEAL (Assessment Appeal Only)

You must specify the grounds on which the Review or Appeal is sought. SNMCI considers the following as **valid grounds for appeal:-**

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|---|--------------------------|
| 1. Evidence that SNMCI did not follow an established procedure in the making of a decision. | <input type="checkbox"/> |
| 2. Circumstances or information of which the original decision-making body was unaware and a valid reason why that information was not available at the time. | <input type="checkbox"/> |
| 3 Evidence of substantive bias by one or more of the decision-makers in arriving at a decision. | <input type="checkbox"/> |

STATEMENT IN SUPPORT OF YOUR CASE

Please provide a statement in the space below to support your case for appeal. If necessary, you may attach a separate sheet. This application must contain all information that you wish to have taken into account in the appeal.

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| Learner Signature: | Date: |
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