

## Student Appeals Form Check List

Please make sure that the following have been completed prior to submitting the form:

- A** Personal Information has been completed
- B** That you have read the Student Appeals Procedure to ensure that the decision you are appealing is in scope
- C** That you have received a formal communication of that decision from the relevant decision-maker and that you have included a copy of that formal communication with your appeal.
- D** That you have included appropriate documentary evidence (submitted electronically) with your appeal
- E** If you are submitting an appeal more than 10 working days after the formal decision was communicated to you, that you have included documentary evidence demonstrating that you were prevented from submitting on time.
- F** That you have read and completed the declaration included in Section 5 of the Student Appeals Form