

## Appendix A: Applicant Complaint/Appeal Form

<b>Applicant Complaint/Appeal Form</b>	
Complaints/appeals against admissions decisions should normally be made by the applicant in question only after receiving feedback under the Feedback process outlined in Section 4 of the <a href="#">Admissions Policy</a> .	
General Information	
Surname/Family Name	
First Name	
UCAS Personal ID (if applicable)	
Course	
Have you read the Applicant <a href="#">Complaints and Appeals Policy</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you completed the Feedback process outlined in the <a href="#">Admissions Policy</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you submitting a Stage 1 or Stage 2 Complaint/Appeal?	<input type="checkbox"/> Stage 1 <input type="checkbox"/> Stage 2
Stage 1 Complaint/Appeal	
Please tell us who or what your complaint/appeal is about by explaining the events that have taken place in date order, including what action you have taken and who you have spoken with to resolve your complaint/appeal	
Date(s)	Details

Please indicate what outcome or further action you are expecting to resolve your complaint/appeal

Please also provide us with a list of your **supporting evidence** and explain why you think that this evidence is relevant. Please submit your evidence as separate documents.

### Stage 1 Complaint/Appeal Submission and Declaration

Please ensure that you have completed all sections of the forum under General Information and Stage 1. By signing this form, you are declaring that the information you have sent to us is true and accurate.

We accept electronic signatures. You are not required to print, sign and scan your complaint/appeal form. Please submit your form and evidence by email, as attachments to:

UK applicants: [study@hud.ac.uk](mailto:study@hud.ac.uk)

EU and International applicants: [international.office@hud.ac.uk](mailto:international.office@hud.ac.uk)

You will normally receive a written response providing reasons for the outcome, within 10 working days of the date that we received your Stage 1 Complaint/Appeal

Signed:

Date: Select Date.

## Stage 2 Complaint/Appeal

You should only complete Stage 2 of the form if you have received a response at Stage 1 and you are unhappy with the outcome. Please ensure your original Stage 1 Complaint/Appeal form and any corresponding evidence is attached alongside this form and explain why you are unhappy with the Stage 1 outcome:

Please also provide a list of any additional **supporting evidence** to that submitted in Stage 1, and explain why you think that this evidence is relevant. Please submit your evidence as separate documents.

## Stage 2 Complaint/Appeal Submission and Declaration

Please ensure that you have completed all relevant sections of this form under General Information, Stage 1 and Stage 2. Failure to complete this form correctly – and submit evidence promptly – may delay the processing of your complaint. By signing this form, you are declaring that the information that you have sent to us is true and accurate.

We accept electronic signatures. You are not required to print, sign and scan your complaint form. Please submit your form by email to:

UK applicants:

[study@hud.ac.uk](mailto:study@hud.ac.uk)

EU and International applicants: [international.office@hud.ac.uk](mailto:international.office@hud.ac.uk)

You will normally receive a written response providing reasons for the outcome, within 15 working days of the date that we received your Stage 2 Complaint/Appeal.

Signed:

Date: Select Date