

**ADMISSIONS APPEAL FORM: Appeal – Stage 1****INTRODUCTION**

The college is committed to providing a high level of service to all applicants during the application and admission process. Any applicant who is dissatisfied with feedback received via the Applicant Feedback Procedure may seek a reconsideration of the outcome of the application by submitting the Admission Appeal Form – Stage 1. The college will make a final decision in a formal appeal within 10 working days of receipt and the applicant will be informed in writing, either by email or by letter, as appropriate.

- You are advised to refer to the *Appeals Procedure* contained in ICRGU Admissions policy (<https://icrgu.navitas.com/about/policies/>)
- All sections of this form must be completed, otherwise your appeal will not be considered.

|                                                    |  |       |  |
|----------------------------------------------------|--|-------|--|
| Surname/Family Name                                |  |       |  |
| Forename(s)                                        |  | Title |  |
| Postal Address                                     |  |       |  |
| Telephone Number(s)                                |  |       |  |
| Email Address                                      |  |       |  |
| ICRGU Application ID/Student Number                |  |       |  |
| Course                                             |  |       |  |
| Grounds for Appeal:(i) or (ii) ( <i>as below</i> ) |  |       |  |

Appeals against the outcome of an application shall only be considered on the following grounds:

- (i) significant new information in support of the application is now available which was not available at the time of the original decision.
- (ii) the college has not adhered to its own policies and procedures

An appeal will be deemed valid for consideration by the:

- Director of Marketing and Admissions
- College Director and Principal
- College Services Manager

*\* Exceptionally a Panel member may identify a nominee to attend the Panel on his/her behalf.*

**Only if:**

- You submit this *Admissions Appeal Form: Appeal – Stage 1* within 10 working days of receipt of feedback via the Applicant Feedback Procedure.

Additional Information and/or Evidence

*Please detail any additional information which you would wish to be considered, explaining why this was not presented previously as part of original application OR detail the specifics of which policies or procedures you believe the college has not adhered to, in relation to the assessment and outcome of your application.*

Date

By submitting this form you are declaring the above information to be accurate to the best of your knowledge, and that you understand the information provided in support of your appeal will be treated in confidence unless disclosure is necessary to progress the appeal

Please submit this form and all accompanying documentary evidence electronically to [appeals@ic.rgu.ac.uk](mailto:appeals@ic.rgu.ac.uk) within 10 working days from the feedback you received via the Applicant Feedback Procedure. Please retain a copy.