

Dock Manager's Offices Surrey Quays Rd, London SE16 2XU, UK Tel: +44(0)20 7242 1004 | www.lcibs.co.uk

Admissions Appeal Form

Please note that appeals can only be made due to a procedural irregularity. i.e. that LCIBS did not follow its own admissions policy as found on the website (www.lcibs.co.uk/admissions)

PART A – To be fil	led in by the Prospect	ive Student (appellant)				
Section 1: Persona	al Details					
Forename(s):			Title:			
Surname:						
Course Applied for:						
Declared Disability	y: Are you registered	as disabled		Yes/No		
Modules: if applicable			Year of Study:			
E-mail address for all correspondence:						
Contact telephone number:						
Date of outcome letter/email/notification: Ensure you include the decision letter/email with your form						
Section 2: Prospective Student Statement						
Please use the box below (or attach a separate statement) to explain, clearly and concisely, the reason for your appeal. Your statement should follow the timeline of the events, highlighting the evidence you have to support the grounds of your appeal. It is often helpful to write a timeline as a table.						



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PART B – To be filled in by the investigator							
Section 1: Investigation Details							
Name of Investig	ator:						
Faculty/Department:			Date appointed:				
Timeline of Investigation (add additional rows as necessary) *Please assign an appendix identifier to each fie name e.g. Appx B							
Date	Activ	ity		Documentary evidence*			
Other Documentary Evidence Considered							
Document Add additional rows as necessary			Appendix Identifier				
Section 2: Investigation Outcome							
Outcome:		Upheld / Partially Upheld / Rejected*	(Delete as appropri	iate)			
Reason for decision: Use the box below to explain the reason for the decision given above. This should clearly indicate a response to each part of the prospective student's appeal statement.							
In the case of PARTIALLY or FULLY upheld appeals:							
Please explain in the box below what has been done to review the decision and how the outcome of this will be sent to the prospective student (if not included with this response).							
In the case of REJECTED appeals:							



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Please explain in the box below what alternative action/support the prospective student should seek if appropriate						
Recommendations: If there are recommendations to changes in process or procedure in the light of the investigation, these should be listed below, indicating who should be responsible for taking the matter forward.						
Recommendation	Responsible person					
Date Investigation completed						
<u>To the investigating officer:</u> Please ensure that this form and all accompanying documentation are forwarded to registry for recording and monitoring purposes.						