

Non-Academic Appeal Form

For Higher Education students appealing a non-academic decision made by University Centre South Essex (UCSE)

Before you complete this form

- Use this form only after you have exhausted the relevant UCSE procedures and received a final outcome
- Appeals should be submitted within 10 working days of the date of the decision outcome being issued
- Late appeals will only be considered in exceptional circumstances
- Email the completed form and supporting evidence to appeals@southessex.ac.uk
- Dissatisfaction with a decision alone is not sufficient grounds for appeal

1. Student details

Student name		Student ID	
Programme title		Level/year	
Awarding/validating partner		Mode of study	☐ Full-time ☐ Part-time ☐ Distance Learning
UCSE email		Personal email	
Telephone number		Preferred contact method	☐ Email ☐ Phone
Address		Postcode	
Do you require any reasonable adjustments or support to take part in this process?	☐ No ☐ Yes - please complete section 6	Date submitted	

2. Decision being appealed

Type of decision	☐ Disciplinary outcome ☐ Attendance/engagement outcome ☐ Fitness to Study decision ☐ Fitness to Practice decision, where not academic in nature ☐ Withdrawal/exclusion decision, where not academic in nature ☐ Student status decision, e.g. suspension, where not academic in nature ☐ Bursary/funding decision ☐ Other:
Date you were notified of the decision	
Who informed you of the decision?	
How were you informed?	☐ Email ☐ Letter ☐ Meeting ☐ Other:
Relevant procedure already completed	Please confirm which UCSE procedure has been completed and attach the final outcome letter.
Outcome you are appealing against	Briefly state the decision you are appealing.

3. Grounds for appeal

Tick all grounds that apply and explain your reasons in section 4. You should provide evidence wherever possible.

- ☐ Procedural irregularity in the original decision-making process
- ☐ New evidence that could not reasonably have been provided at the time of the original decision
- ☐ Evidence of bias or lack of fairness in the process
- ☐ The decision was unreasonable or disproportionate in the circumstances

4. Details of your appeal

4A. Explanation of your appeal

Explain clearly what you believe went wrong, which appeal ground(s) apply, and why the decision should be reviewed. Include names, dates and key events where relevant.

4B. New evidence, if applicable

If you are relying on new evidence, explain what the evidence is, why it could not reasonably have been provided earlier, and how it is relevant to the decision.

4C. Outcome requested

Explain what outcome you are seeking, for example: decision amended, or another appropriate outcome.

5. Supporting evidence

List all documents submitted with this appeal. Please do not submit original copies unless requested.

Evidence attached?	Document / evidence title	What does this evidence show?	Already submitted before?
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No
☐			☐ Yes ☐ No

6. Support and reasonable adjustments

- ☐ I would like advice or support from Student Services or a student representative.
- ☐ I require reasonable adjustments or support because of a disability, health condition, additional need, caring responsibility or other circumstance.

Please provide brief details of any support or adjustments requested:

7. Student declaration

- ☐ I confirm that the information provided in this form is accurate to the best of my knowledge.
- ☐ I understand that UCSE may need to share relevant information with staff involved in reviewing the appeal and with relevant validating partner staff where required.
- ☐ I understand that the appeal will be reviewed against the grounds set out in the Non-Academic Appeals Policy.

Student signature / typed name		Date	
Submission email	appeals@southessex.ac.uk	For student to keep	Copy of completed form and all evidence

8. UCSE use only

Date received		Acknowledgement sent	☐ Yes ☐ No
Appeal reference		Reviewer / panel chair	
Original decision area		Prior involvement check completed	☐ Yes ☐ No
Appeal accepted for review (reason valid and accepted)	☐ Yes ☐ No	Appeal declined not valid and accepted (state reason)	☐ No ☐ Yes - reason recorded
Outcome	☐ Upheld ☐ Partially upheld ☐ Not upheld	Outcome sent date	
Completion of Procedures Letter issued?	☐ Yes ☐ No	Closed date	