

Part A - Student Information		
A	First Name:	Course Title:
	Surname:	Personal Tutor:
	Student ID number:	Current Year of Study:
	College email address:	Course Leader:
	Contact telephone:	Address to which ALL communication is to be sent. Note if this is different to your registered address you must provide a rationale.

Part B - Do you have a disability	
B	Do you think you will need any disability related support or adjustments at any stage during the appeals process?
	You can find contact details for Disability Services at <a href="mailto:studentservices@newham.ac.uk">studentservices@newham.ac.uk</a>

Part C - Statement of Appeal	
C1	Please identify that matters of you wish to appeal 1. 2. 3. 4.
C2	Please describe the <b>grounds</b> for your appeal – please refer directly to the list below a. that staff or bodies have failed to follow regulations and/or procedures or have failed to follow them with due care. b. that staff or bodies have shown bias or prejudice towards the student in the way they have made the relevant academic decision. c. that the student's performance was affected by extenuating circumstances that they could not report at the time for valid reason.

Student Appeal Form - Newham College of Further Education – Higher Education Only  
 The information on this form is CONFIDENTIAL

	d. that the student’s performance was affected by extenuating circumstances that were reported at the time and relevant new evidence has since become available which has not been taken into account in making the relevant academic decision
C3	Please outline your evidence – please note that it must be directly relevant to your reasons for appeal, it must be timely and coherent.

D	Evidence list – Please list and attach all the evidence that you are using for this appeal

E	Student Signature	Date	Please <a href="http://HE.Registry.ac.uk">submit this form to HE.Registry.ac.uk</a>

Stage 1 - Informal Appeal

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### **Student guidance for making a appeal**

Part A - Please ensure that all details are accurate, all communication regarding this appeal will ONLY be sent to your College email account. The only exception to this is where a former student makes n appeal, please see the Appeals Process for details. Or, where the College has agreed for you to be represented by a third party. In this case will communicate with this representative only.

### **Support to make a appeal**

The College strongly recommends that you are supported in making a appeal, confidential support can be found at Student Services Team who can be contacted at [students.services@newham.ac.uk](mailto:students.services@newham.ac.uk)

### **Students with Disabilities**

The College works to anticipate and meet disabled students' needs, part B allows you to tell us if you have a disability and whether you need any support or adjustments. You do not need to disclose the nature of your disability, but it will help us to make adjustments to the appeals process if you tell us about the type of support you usually need. Some examples might be that you need help completing forms or information in alternative formats, or that you have access requirements which will need to be taken into account. Knowing about a student's helps us ensure that you can access the appeals process effectively.

Stage 1 - Informal Appeal