

## **064. STAGE 1 Admissions Appeals & Complaint Form**

### Important Information:

Make sure you have read and understood the IFG Admissions Appeals and Complaints Procedure before completing this form.

- A Stage 1 Admissions Appeal/Complaint must be submitted within 28 calendar days of either the date of formal written notification from IFG of the admissions decision, or of an incident of complaint occurring.
- You must make your appeal/complaint one or more of the Stage 1 grounds of appeal/complaint.
- You must ensure this form is fully completed, and ensure that any supporting evidence is submitted together with this form
- There is no limit to the number of documents you can submit as supporting evidence but you must ensure that all evidence is listed in this form

### Definitions

- **Appeal** - An admissions appeal is defined as a request for a formal review and reconsideration of an admissions decision, or the wording/terms/conditions of an offer. An appeal may relate to the following decisions within the application process:
  - The decision to make an offer
  - The content of the offer
  - The decision to reject on exam results
- **Complaint** - a complaint is defined as a specific concern around or related to a procedural error, irregularity or maladministration in the admissions procedures or policies.

Please return this form with any accompanying evidence to: [info@intfoundationgroup.co.uk](mailto:info@intfoundationgroup.co.uk)

### Your Details

<b>Applicant Number:</b>	
<b>First names:</b>	
<b>Surname:</b>	
<b>Contact Telephone number:</b>	
<b>Course you applied for:</b>	
<b>Email address for all correspondence concerning your admissions appeal/complaint:</b>	

### Procedural details

<b>Date of written notification from IFG of the admissions decision:</b>	
<b>Details of any person that should be copied</b>	<i>Name, relation to you, contact email address</i>

into email correspondence regarding this admissions appeal/complaint:

### Your Stage 1 Case

Are you making a Stage 1 Admissions Appeal, or Complaint, or both? Please tick the relevant box

<b>Appeal:</b>		<b>Complaint:</b>		<b>Both:</b>	
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### Grounds for Appeal/Complaint

Please tick all of the grounds under which you are making your submission		Tick
a)	That there is evidence of significant administrative or procedural error in the admissions process;	
b)	There has been a misinterpretation of information or data contained within the original application;	
c)	that there is evidence of prejudice or bias in the admissions process;	
d)	that there is additional relevant information which, for valid reasons, was unable to be included by you, the applicant, in the original application, and which warrants further consideration of the application.	

### Supporting evidence

<b>If you are submitting supporting evidence with your Stage 1 admissions appeal/complaint, please list this in the table below, expanding the table as necessary</b> (please do not send original copies of formal documents eg certificates to IFG as part of this process):	
1.	
2.	
3.	

### What you have done to attempt informal resolution of the issue(s):

<p>Please explain what steps you have taken to try to resolve the issue(s) of complaint/appeal before making this formal Stage 1 submission. Please include the details of all IFG staff you have been in contact with about this, when you contacted them and when they have communicated with you.</p>
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**Your Admissions Appeal/Complaint Statement:**

Please explain why you consider that you meet the Stage 1 ground(s) under which you are making your case. Try to be concise and present details in a chronological order where possible. If you are enclosing any supporting evidence with your submission, please refer to where it is relevant in this statement.

**Declaration**

You must complete this declaration before submitting your form. Failure to do so will mean your submission is incomplete and may not be accepted for consideration.

- I confirm that I have read and understood the [IFG Admissions Appeals and Complaints Procedure](#)

- I confirm that the information I have given in this submission is true and accurate to the best of my knowledge.

**Name:**

**Signature:**

**Date (DD/MM/YYYY):**