

## **064. STAGE 2 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 2 Admissions Appeal/Complaint must be submitted within 14 calendar days of the date of the Stage 1 Outcome Letter
- You must make your appeal/complaint under one or more of the Stage 2 grounds of appeal/complaint.
- You must ensure this form is fully completed and ensure it is submitted together with the following:
  - A copy of the Stage 1 Outcome Letter;
  - The original submitted Stage 1 Admissions Appeal/Complaint Form
  - All supporting documentation submitted for the Stage 1 Admissions Appeal/Complaint
  - Any additional supporting evidence/documentation you wish to submit at Stage 2

### 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 submit your Stage 2 Admissions Appeal/Complaint 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>Date of Stage 1 Outcome Letter</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 2 Case

Are you making a Stage 2 Admissions Appeal, or Complaint, or both? Please tick the relevant box

<b>Appeal:</b>	<input type="checkbox"/>	<b>Complaint:</b>	<input type="checkbox"/>	<b>Both:</b>	<input type="checkbox"/>
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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 processing of the Stage 1 appeal/complaint;	
b)	that there is evidence of prejudice or bias in the admissions process;	
c)	That there is additional relevant information which, for valid reasons, was unable to be included by you, the applicant, in the Stage 1 admissions appeal/complaint, warranting a review of the Stage 1 Outcome and the original Admissions Decision	

### Supporting evidence

**If you are submitting additional supporting evidence for your Stage 2 admissions appeal/complaint, please list this in the table below, expanding the table as necessary** (you do not need to list evidence submitted at Stage 1; please do not send original copies of formal documents eg certificates to IFG as part of this process):

1.	
2.	
3.	

### Your STAGE 2 Admissions Appeal/Complaint Statement:

Please explain why you consider that you meet the Stage 2 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.

**Completion of your Stage 2 submission**

- I confirm I have included with this submission my Stage 1 Outcome Letter
- I confirm I have included with this submission my original submitted Stage 1 Admissions Appeal/Complaint Form
- I confirm I have included with this submission all supporting documentation submitted for the Stage 1 Admissions Appeal/Complaint
- I am including additional supporting new evidence/documentation not previously considered by IFG

**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):**