

 **Appeal Form:
Attendance Monitoring Withdrawal from Studies**

It is important that you understand the Appeal Policy. Please refer to the Appeal against Termination of Studies Policy, on our website here*:*

[*https://www.hope.ac.uk/gateway/students/studentenrolmentandadministration/commendationscomplaintsandappeals/*](https://www.hope.ac.uk/gateway/students/studentenrolmentandadministration/commendationscomplaintsandappeals/)

You must submit your appeal within 7 working days of the notification of withdrawal from studies.

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| **First Name:** | **Family Name:** |
| **Your Student ID Number:**  | **Level of study:**  |
| **Programme of study:** |
| **Grounds for appeal** **- Please tick the most relevant:**1. unable to divulge mitigating circumstances
2. that there had been an administrative error made by the University that has affected your result
3. some other material irregularity had occurred.
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| **Details of your appeal** |
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| **What supporting evidence have you supplied with your appeal?** **If there is no evidence supplied with this form you have 5 working days to send in your evidence. After this time your appeal will be considered in the absence of your evidence.** (Examples of evidence could include a Medical note *directly related to* ***you*** *and* ***NOT*** *a third party* or a coursework submission receipt). Please note that appeals with no supporting evidence are very unlikely to be upheld. |
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| **Confidentiality and Disclosure:** Where the grounds for appeal relate to mitigating circumstances of a health, medical or disability-related nature (Special Category data), the University will require your explicit consent to be able to receive and use your Special Category Data in our decision making process. It may also be necessary when processing your appeal for information to be shared between the teams.   Your Special Category data will be treated as confidential by all of the members of staff who receive it in line with the process set out above.  The Special Category data that you submit as part of the appeal. The Special Category data will be stored and processed in accordance with the University’s Data Protection Policy and will be destroyed one year after the end of the academic year in which the request for the appeal was made. **\*In order for Student Administration to process the information you have provided, your consent is required.** Please note you can withdraw your consent at any time by contacting appeals@hope.ac.uk  |
| I hereby give my consent for the University to process the data I have provided as part of my appeal relating to my health or disability.  I understand that the processing will involve sharing my data with the members of University staff as set out above.  **Print:**                          **Signed:**                                   **Date:** If submitting the form electronically, a typed signature is acceptable if it is emailed from your **Liverpool Hope email account** |

**Please submit your completed and signed form along with evidence to support your case to:** **appeals@hope.ac.uk**

*Evidence can be scanned and emailed, or you can take a good photograph and attach to your email*