

Bursary Appeals Application Form 25/26

Request for the Review of a Decision

Application Form - Guidance

- The information provided within this form will be used to decide whether your request for a review of a decision made on behalf of the College should be considered further.
- No letter of appeal is required – this Application Form should provide all the information in relation to your request for a review.
- Forms can be submitted via email only. They must be emailed to Daniel.franklin@copc.ac.uk & Hayley.buckland@copc.ac.uk
- When submitting the appeal, please ensure that you attach any documentary evidence.
- You should complete all relevant sections as any omissions may result in a delay with your application being processed

1. Personal details

Full Name	
Date of Birth	
Student number	
Home Address	
Telephone number (please provide the best number to contact you on)	
Email address	
Campus of study	

2. Course information

Course name	
Course study type e.g. Full time / Part time	
Course start date	

4. Your outcome

Please indicate below the outcome you received

Household income exceeds our maximum threshold ☐

Travel: you live less than 2 miles away from the college ☐

Essential costs: there are no essential costs recorded for your course ☐

Attendance: your attendance is below the required percentage for bursary ☐

Other: (please indicate) _____

5. Your preferred outcome

6. Grounds for appeal

Please outline the grounds under which you feel that the decision needs to be reconsidered. (e.g. I have added my working income and universal credits together and my household income is below the required threshold)

and the outcome you are expecting from this appeal.

It is important that you provide as much information as possible.

What evidence have you attached to support this?

5. Declaration

I declare that the information provided on this form and accompanying documentation is correct to the best of my knowledge. I give consent that information contained in my application can be disclosed to those parties involved in my case. I also understand that anonymised data from this application will be used for statistical reports of the College and all information provided in this form and accompanying documentation will be used in compliance with the Data Protection Act 1998. I confirm that I have read the Academic Appeals Regulations.

Signed:	
Date:	