

7.13

APPLICATION FOR APPEAL

Appeals Against Deregistration

(Student Fee and Debt Management Policy)

APPLICATION FOR APPEAL

Appeals Against Deregistration

This form is to be used by a student who wishes to request a review following a decision to deregister a student, made by the Finance Department under the [Student Fee and Debt Management Policy](https://www.cardiffmet.ac.uk/about/policyhub/Pages/default.aspx).

This form should be completed by the student and sent **only** to Registry Services by email to [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk). The form must be submitted no later 14 days from the date of the notification which is sent by the Finance Department.

Students should read the Student Fee and Debt Management Policy Procedure carefully, taking particular notice of the eligible grounds on which a review may be requested.

The grounds for appeal must be made clearly and concisely. Further details, if any, and any relevant documentary evidence, medical or otherwise, must be attached.

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| **Full Name** |  |
| **Student Number** |  |
| **Email Address** |  |
| **Programme of Study** |  |

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| Date and decision of the deregistration notification from the Finance Department which you are requesting to be reviewed: |
| State the grounds on which you wish to appeal.  Exceptional personal circumstances that would prohibit payment of a past due balance in full prior to enrolment, releasing a transcript, attending a graduation or eligibility for an instalment plan.  Irregularities or defects, in that the University has not followed the appropriate procedures when managing the decision to de-register the student. |
| If applicable, give details of the new and relevant evidence that has not been previously presented to the Finance Department. |
| If applicable, give details of how the University has not followed the appropriate procedures when managing the decision to de-register a student. |

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| Please state your preferred outcome. |
| I declare that I have read the Student Fee and Debt Management Policy Procedure and that the information given on this form, and on any accompanying papers, is a true statement of facts.  Whilst Registry Services will assure appropriate privacy and confidentiality, by submitting this form I consent to the disclosure of this form and enclosures where necessary to progress the appeal.  Signed  Date |
| Your Programme Director or school will not be able to advise you regarding the progress or status of your appeal.  **All communications relating to this appeal** during its process must be in writing and emailed to [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk).  For impartial advice and support, you can contact the Student’s Union Academic Advisor by emailing [suadvice@cardiffmet.ac.uk](mailto:suadvice@cardiffmet.ac.uk).  Further information about appeals, including FAQs, can be found on the [Appeals webpage](https://www.cardiffmet.ac.uk/registry/Pages/appeals.aspx). |