

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.

Information regarding Confidentiality can be found below the form.

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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. I have read the additional information regarding Confidentiality below.  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). |

**Confidentiality**

Appeals will be kept confidential except where:

1. disclosure of the appeal and its contents to appropriately trained staff is necessary to progress the appeal;
2. University staff must be contacted for information or comment in relation to the appeal contents, in order to properly investigate the appeal;
3. it is judged that there may be concerns for the immediate wellbeing of the student, in which case Registry Services may ask the Wellbeing Team in Student Services to contact the student to establish if any support can be provided;
4. information within the appeal gives rise to a safeguarding concern in relation to the student or someone else, in which case advice will be sought from the University’s Safeguarding Lead.

Students must consent to the above in order to submit an application for appeal.

Appeal outcomes will be recorded in order to identify trends and inform the University’s review of procedures, however in sharing statistics internally, individual students are not identifiable.

For further information on Data Privacy, please refer to the Cardiff Metropolitan University [Data Privacy Statement](https://www.cardiffmet.ac.uk/about/Pages/privacy-statement.aspx) or contact the Information and Data Compliance Officer by emailing [DataProtection@cardiffmet.ac.uk](mailto:DataProtection@cardiffmet.ac.uk)

By submitting an appeal, students consent to their application and supporting evidence being processed in accordance with the above. Please note if students do not consent they will not be able to submit an application for appeal.