

**Institute of Continuing Education (ICE)**

**Admissions Complaints and Appeals Form**

**Please read the ICE Admissions Complaints and Appeals Procedure before completing this form. Only matters within the identified scope can be considered.**

**Please email a copy of the completed form to** [**qa@ice.cam.ac.uk**](mailto:qa@ice.cam.ac.uk) **or post to the Director of Continuing Education (C/O Quality Governance Office), Institute of Continuing Education, University of Cambridge, Madingley Hall, Madingley, CB23 8AQ.**

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Application ID Number (if relevant):

Surname/family name: Title:

First name/given name(s):

Date of Birth:

Email:

Telephone number:

Course of study applied for:

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1. Please set out the key points of your complaint or appeal. For an appeal this should include at least one of the following:

* Reasons why you believe there has been an error in the decision-making process or a procedural irregularity
* Reasons why you believe there is bias or perception of bias in the decision-making process;
* Extenuating circumstances, which, for good reason, you did not inform the University of in your application, which would have had a material impact on the admissions decision.

Note that an admissions appeal cannot be made based on any other grounds, including the academic judgement of the decision makers.

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| --- |
| (Expand box as necessary ) |

1. Please include:

* A summary of evidence which supports your appeal/complaint
* Please list any additional documents that you are submitting

|  |
| --- |
| (Expand box as necessary ) |

1. Please state what steps you have taken to resolve the issue informally

(e.g. via discussions with ICE Admissions staff, Programme team, Department etc.):

|  |
| --- |
| (Expand box as necessary) |

1. Please state the outcome(s) that you are seeking:

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| --- |
|  |

**Applicant Declaration**

**I confirm that:**

* I have read the ICE Admissions Complaints and Appeals procedure.
* I understand that ICE may need to process personal details about me, which could include sensitive information, in order to investigate my complaint/appeal.
* I understand that ICE may need to exchange information about my complaint/appeal within ICE and within the University, and with any related external bodies (e.g. previous universities/colleges attended) in order to resolve the matters under complaint/appeal.
* The information I have given on this form is true, correct and complete to the best of my knowledge.

By signing this document I am agreeing to the above conditions.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**