

# UNIVERSITY OF CAMBRIDGE

## Fee Status Assessment Appeal

### Cover note

#### **Use this form if:**

- you disagree with your fee status assessment
- you have already requested a review from your Admitting Body (i.e., your College in the case of undergraduates, and the Postgraduate Admissions Office in the case of postgraduates) and received a decision
- you disagree because of at least one of the permitted grounds for appeal:
  - a) based on evidence previously submitted, you consider the fee status decision to be incorrect
  - b) procedural irregularities that have occurred, which were material or potentially material to the decision reached
  - c) your Admitting Body has advised you to submit a formal Appeal to the University

#### **Before completing this form, you should:**

- read the Fee Status Appeal process explained on the University Fee Status Assessment web pages (<https://www.fee-status.admin.cam.ac.uk/> )

#### **You cannot use this form if you:**

- have not requested a review of your fee status from your Admitting Body
- have access to new evidence not previously provided to your Admitting Body. If new evidence becomes available, please contact your Admitting Body to arrange a review of your Fee Status Assessment
- More than fifteen working days have elapsed since your Admitting Body advised you of the result of the review of your fee status. (This should not be confused with the result of your initial fee status assessment.)
- have already received a decision from the Appeal Panel

#### **Things to remember when submitting your appeal:**

- complete all sections of the form and include all evidence you wish to be considered
- the Appeal Panel will not correspond with anyone else about your appeal without your written consent; this includes parents and legal representatives
- submit this form and supporting documents to [FeeStatusAppeals@admin.cam.ac.uk](mailto:FeeStatusAppeals@admin.cam.ac.uk)
- the Panel will aim to have made a decision within twenty working days
- the Panel's decision will be final
- neither the College nor the University can advise you on your appeal, but you can contact UKCISA for guidance: <https://www.ukcisa.org.uk/>
- if you have any questions contact [FeeStatusAppeals@admin.cam.ac.uk](mailto:FeeStatusAppeals@admin.cam.ac.uk)

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Fee Status Assessment Appeal

Submission Form

**Personal details**

<b>Surname/Family name:</b>		<b>Title:</b>	
<b>First/Given name(s):</b>			
<b>College:</b>			
<b>Email:</b>			
<b>Degree/Course of study:</b>			

1. **Do you require reasonable adjustments to be made to this process or correspondence to be sent to an authorised representative because of your disability?** (If yes, please provide details of the adjustments or authorised representative and evidence of your disability)

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2. **Do you require us to correspond with an authorised representative, e.g. parents, guardian, legal representatives? If yes, please provide your reasons and their names and contact details.**

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3. **Please identify the grounds on which your request for review is based** (tick as appropriate):

a) based on evidence previously submitted, you consider the fee status decision to be incorrect; and / or	
b) procedural irregularities that have occurred, which were material or potentially material to the decision reached; and / or	
c) your Admitting Body has advised you to submit a formal Appeal to the University	

5. Please set out clearly and concisely, the reasons for contesting the fee status assessment. Explain how your reasons meet the grounds ticked above.

6. Provide a list of all previous evidence you submitted to support your fee status assessment. This must include a Fee Status Questionnaire. You must provide the evidence and not expect the Panel to request it from your Admitting Body on your behalf.

Evidence	Author of Evidence	Date of Evidence	Relevance of Evidence

7. Statement by appellant (please tick to indicate your agreement with each statement):

I have read and understood the Fee Status Assessment Appeal process sent by email with this form	
I agree to the University handling my request for an appeal and personal information in accordance with the Policy on the use of personal information under the Student Complaints Procedure. This will include sharing a copy of my request for appeal with staff involved in my complaint, so that they can respond to all aspects of my appeal.	
I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.	
<p><b>Signed:</b> _____</p> <p><b>Date:</b> _____</p>	

A formal acknowledgement of your appeal request will be issued normally within 5 working days.