University of Sheffield | Admissions Service

Admissions Service
Level 2, Arts Tower
Western Bank
Sheffield S10 2TN
UNITED KINGDOM
admissions@sheffield.ac.uk

APPLICANT APPEALS AND COMPLAINTS FORM

This form is for the submission of appeals or complaints relating to applications to study at the University of Sheffield.

Before completing the form, please refer to our Appeals and Complaints Procedure for Applicants, available at www.sheffield.ac.uk/study/policies/appeals-complaints-applicants, noting the scope of the procedure set out in points 2.1, 2.2 and 2.3, and the eligible grounds for appeal in points 2.5 and 2.6.

Please submit your appeal/complaint by email to admissions@sheffield.ac.uk, or by post to the address above.

Section 1 – Personal information

This section is for the personal and contact details of the person making the appeal/complaint.

Title		Forename/Given name(s)	
Surname/Family name			
Address			
		Postcode	
Telephone number		Email address	

Section 2 – Application information

This section is for the details of the application concerned in the appeal/complaint. If the person appealing/complaining is not the same as the applicant, please note that we will not be able to process the case without written evidence of the applicant's full consent.

Title		Forename/Given name(s)	
Surname/Family name		Date of birth	
UCAS ID/Sheffield applicant number		Choice number	
Course title		Course code	

I am the applicant concerned in this appeal/complaint ☐

I am not the applicant concerned in this appeal/complaint, but I have their written consent and this is enclosed with this form ☐

Section 3 – Appeal/Complaint

Please tick one box only

I wish to make a formal appeal

An appeal is a request for a formal review of the procedures followed and the information considered in the making of an admissions decision. You may not appeal against the academic judgement of University staff about your suitability for entry to a particular course. ☐

I wish to make a formal complaint

A complaint is an expression of dissatisfaction about the nature of University and/or departmental admissions policies and procedures, or about the actions, or lack of actions, of the University or its staff. ☐

Section 4 – Details of appeal/complaint

Please provide details of your case. You can use additional sheets if necessary.

Section 5 – Desired resolution

Please tell us how you would like the University to resolve your appeal/complaint.

Section 6 – Enclosures

Please provide details of any documents included in support of your appeal/complaint.

Section 7 – Previous action

Please provide details of any action you have already taken to attempt to resolve the matter informally. Before completing this form, you should normally have sought feedback in accordance with point 3.1 of the Appeals and Complaints Procedure for Applicants.

Section 8 – Declaration

I believe that the above information is accurate. I confirm that this appeal/complaint and any documentation associated with it can be passed to relevant members of University staff for consideration and comment.

Signed.....

Date.....