

# APPEAL FORM

## ARISING FROM A BREACH OF THE CONDITIONS OF A STUDENT VISA.



*This form should be completed in conjunction with The Appeal Procedure for Student Visa Related Suspension or Withdrawals, published with this Policy.*

### Part A: (To be completed by the Student)

Student Name:	
Student ID number:	
Programme:	Stage:
Please give details of the breach:	
Please provide your Student Visa Start date: _____ and End date: _____	
What action is requested? If this involves reversing an existing decision, please explain:	
What are the reasons on which the appeal is based?	
Please indicate any supporting evidence that you are submitting with the appeal and ensure that copies are submitted:	
Declaration: I confirm that I have read and understood the procedures appeals arising from a breach of the conditions of a Student Visa and confirm the facts and supporting evidence submitted for the appeal is wholly accurate.	
Signed:	Date:
<b>(Student)</b>	

**Part B: (To be completed by the Dean of the School/Head of Department and/or The Visa Office Representative)**

**Recommendation by Dean of the School/Head of Department and/or The Visa Office Representative, with reasons**

1. Was any evidence on which the student relies submitted to the School/Department or Visa Office prior to the decision taken?

Please circle: Yes or No

a) If Yes, Was this considered by the School/Department or Visa Office : Yes or No

If Yes, what account was taken of it by the School/Department or the Visa Office:

If No, Why was this not considered?

b) If No, please go to Question 2

2. Has new evidence been provided as part of the appeal?

Please circle: Yes or No

a) If Yes, what account was taken of it by the School/Department or the Visa Office:

b) If No: Please state the recommendations and reason for the recommendation with regards to the appeal in the space provided below.

**Recommendation by the School/Department or the Visa Office:**

**Recommendation by The Director of Academic Services:**

Signed:

Date:

**(School/Department or the Visa Office)**

**Part D: (To be completed by an Independent Dean if appeal is rejected)**

If the recommendation is to reject the appeal, the student may request a review of the decision and the paperwork must be forwarded to a Dean who was not the Dean of the School the student belongs to.

**Recommendation by Independent Dean** (for consideration of a rejected appeal):

Signed:

Date:

**(Dean)**

If the decision of the Dean supports the original decision made by the Head of Department and/or Visa Office then no further approval is required. The result must be communicated to the student by the Dean in Writing.

In the case of an appeal which is upheld by the Dean (and thus overturns the original decision made by Dean or the Head of Department and/or Visa Office) then the paperwork must be forwarded to the Dean or the Head of Department and/or Visa Office, who will contact the student.

Signed:

Date:

**(Head of Department)**