



## ADMISSIONS APPEALS AND COMPLAINTS FORM

This form may be used for appeals and complaints relating to admission to the University of Liverpool. **Registered students should *not* use this form.** Before completing the form, applicants should refer to the University's Appeals and Complaints Procedure, available on the University website at <http://www.liv.ac.uk/study/undergraduate/applying/admissions-policy.htm>

Please indicate here whether you wish to make an ***Appeal*** or a ***Complaint***. For definitions of these terms, please see the Appeals and Complaints Procedure. If you wish to make both an appeal and complaint you must use individual forms for each.

I wish to make an **Appeal** **YES/NO**

I wish to make a **Complaint** **YES/NO**

Please note that the University will not review an application where the appeal or complaint is made on the basis that the applicant is dissatisfied with the academic or professional judgement of the selectors.

### Section 1 – Personal Information

<b>Surname</b>	
<b>First name</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

## Section 2 – Application Information

<b>Application ID Number*</b>	
<b>Course Title/UCAS Course Code (if appropriate)</b>	
<b>Course Level (Undergraduate/Postgraduate)</b>	

\* Your Application ID Number is your UCAS Personal ID if you are applying for undergraduate study, or the Applicant Reference Number sent to you with the acknowledgement of your application if you are applying for postgraduate study.

## Section 3 – Details of the Appeal or Complaint

**Please give details of the circumstances which give rise to your Appeal or Complaint. Please be as specific as possible and include dates of actions or events where appropriate. You may continue on a separate sheet if required.**

**Please indicate the remedy you are seeking to your Appeal or Complaint**

**If you have already attempted to resolve the matter informally, please give details here of the actions you have taken**

**Please provide any other information that you think is relevant to your Appeal or Complaint. If you wish, you may attach additional documentation to this form.**

**Section 4 – Declaration**

I believe that the information I have provided is true and accurate. I agree to the University passing details of this Appeal or Complaint to relevant members of University staff for consideration.

**Signed**

**Date**