



## APPEALS AND COMPLAINTS PROCEDURE FOR APPLICANTS

### Consent Form for applicants requesting that a third party act on their behalf

Section 1.9 of the University's Appeals and Complaints Procedure states that appeals and complaints may be submitted by an individual but not by a third party (school, parent or other representative), unless the third party has the explicit consent, in writing, from the applicant to act on their behalf. Applicants who wish to be represented by such a third party should complete the consent form below and submit it with the Admissions Appeals and Complaints Form. The University will not deal with any third party unless this consent form has been completed.

#### Details of Applicant

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

UCAS Personal ID Number (*Undergraduate Applicants Only*): \_\_\_\_\_

Applicant Reference Number (*Postgraduate Applicants Only*): \_\_\_\_\_

*By signing this document I give consent for the following person(s) to act on my behalf in dealing with the University in relation to my Appeal/Complaint. I also give my consent to the University disclosing whatever personal information may be necessary in order to deal with my Appeal/Complaint:*

#### Details of Person(s) Acting on the Applicant's Behalf:

Surname(s): \_\_\_\_\_

Forename(s): \_\_\_\_\_

Address(es): \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

(Parent, Teacher, Head of Sixth Form, etc)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_