Student Recruitment and Admissions Office

ADMISSIONS APPEALS AND COMPLAINTS FORM

This form may be used for appeals and complaints relating to admission to the University of Liverpool. Currently 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_complaint_policy.pdf

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.

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

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<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
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<th>Address</th>
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<th>Postcode</th>
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<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Email address</th>
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Section 2 – Application Information

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<th>Application ID Number*</th>
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<table>
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<th>Course Title</th>
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<tr>
<th>Course Level (Undergraduate/Postgraduate)</th>
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* 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.

<table>
<thead>
<tr>
<th>Please indicate the remedy you are seeking to your Appeal or Complaint</th>
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<td>Section 4 – Declaration</td>
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<td>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.</td>
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Signed  

Date