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| Appeal to Vice Chancellor form |  |

**Important:** before completing this form, you should read in full the University [appeals policy and procedure](https://www.yorksj.ac.uk/students/concerns-and-complaints/appeal-an-assessment-decision/). This form should only be used where your appeal has already been considered by a panel of the Appeals and Conduct Committee and you are dissatisfied with the outcome. You must make this request by submitting the relevant form **within 10 working days** from the date on the letter notifying you of the decision of the Appeals and Conduct Committee. If you have not yet appealed, you must use the [appeal form](https://www.yorksj.ac.uk/students/concerns-and-complaints/appeal-an-assessment-decision/).

# Personal details

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| **Student name:** |  |
| **Student number:** |  |
| **School:** |  |
| **Full programme title:** |  |
| **Are you an International Student Visa Holder (formerly known as a Tier 4 visa)? \*** | Choose an item. |
| **Level of programme (3 / 4 / 5 / 6 / 7 / 8):** |  |
| **Mode of study (Full time/Part time)** |  |
| **Email address (used for correspondence):** |  |
| **Telephone:** |  |

\* If you hold an International Student Visa Holder (formerly known as a Tier 4 visa), your immigration status will be affected by an examiners’ decision that you must withdraw from your programme. If you are appealing this decision, you are advised to inform the University’s Visa Office at [visa@yorksj.ac.uk](mailto:visa@yorksj.ac.uk).

# Details of the appeal

The information you provide in this form will be read together with the information provided in your original appeal form.

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| **Progress of the appeal:** | Choose an item. |
| **Date of decision:** | Click here to enter a date. |
| **Reason for the appeal:** | Choose an item. |

Note that you have **10 working days** from the date of the decision to appeal to the Vice Chancellor.

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| Please outline below the **remedy you are seeking:** |
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| Please outline below **why you disagree with the appeal outcome:** |
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| I certify that the information I have given in this appeal is correct to the best of my knowledge and I give my consent for the information to be disclosed to those parties involved in the investigation and judgement of the appeal, to be disclosed as necessary to progress the appeal or process the outcome, or as required by law. | |
| **Signed:** |  |
| **Dated:** | Click here to enter a date. |

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| **Please submit this appeal using one of the following methods:** | |
| **By email:** | * Send as an attachment to [casework@yorksj.ac.uk](mailto:casework@yorksj.ac.uk) * Supporting documentary evidence may be attached or sent under separate cover |
| **By post or in person:** | * Send your completed form and any additional documentation in a sealed envelope marked ‘Appeal to Vice Chancellor’ to:   Student Casework  University Secretary’s Office  York St John University  Lord Mayor’s Walk  York  YO31 7EX |