

Bursary Appeals Procedure 2021/22

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1. Under what circumstances can a student lodge an appeal in relation to a bursary award?

Students can appeal in the following circumstances:

- a) If they have applied for a bursary and the College has refused to award one.
- b) If the student has received notification of a bursary award but disagrees with the assessment.
- c) If payments have been withheld

2. When do students need to lodge an appeal by?

An appeal against notification of a bursary award or notification that payments have been withheld must be within 14 days of receiving the notification.

3. How does a student lodge an appeal?

Any appeal must be made to the Student Support & Safeguarding Manager -please email to financialsupport@camre.ac.uk. If the Student Support & Safeguarding Manager was the decision maker who rejected the application or for another reason is unable to review the appeal it will be passed to the Director of Student Experience.

An appeal must contain sufficient information or evidence for the appeals panel to review the case and come to a decision. If an appeal does not contain sufficient information, the Student Support & Safeguarding Manager will advise the applicant to resubmit the appeal with the required information or evidence. The student will have an additional seven working days to do this.

4. The Appeals Panel

The task of the appeals panel will be to examine and weigh up the information or evidence and reach a decision regarding the outcome of the appeal

Director of Student Experience
Student Support & Safeguarding Manager
Senior Student Advisor

Member and Chair
Presenting the Evidence
Technical advice and support

5. The Appeals process

After submitting an appeal with information or evidence, the following process will occur

1. The appeal will be acknowledged in writing and if further information is required at this stage, the student will be asked to provide it before the appeal proceeds to the next stage and the panel is asked to meet.
2. Student Support & Safeguarding Manager will assemble the evidence for the appeals panel.
3. Student Advisor will check information and evidence against that already held on file.
4. The appeals panel will meet within 14 working days of being notified by the Director of Student Experience that there is sufficient information or evidence for an appeal to go ahead.
5. After the meeting, the student and Head of Department will be informed of the outcome in writing.

6. Evidence or information

The appeals panel will only meet to consider an appeal when they have sufficient information or evidence in order to make an informed decision. The appeals panel will require the student to provide a reason and supporting evidence in writing for the appeal to go ahead. A member of Student Services Support team can provide advice to the student if necessary. The appeals panel may request information on any of the following:

- attendance records
- progress reports
- general conduct
- disciplinary records

7. The Outcome

Depending on the nature of the outcome:

- a) The appeal maybe upheld.
- b) The appeal maybe partially upheld.
- c) The appeal maybe rejected. The decision of the appeals panel will be communicated to the applicant with 5 working days of the panel meeting.

The decision is final and binding. The college will maintain a record of the outcome of all appeals for six years after the date of the appeal.

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
1/5/2020	1	Annual review of existing document		
4/2/2021	1.1	Formatting changed		
29/7/2021	2	Review of document		Gaye Brown



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