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Bursary Appeals Procedure

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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 for the attention of the Student Advice & Safeguarding Manager - please email to bursary@camre.ac.uk . If the Student Advice & 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 Services.

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 Advice & 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 Services	Member and Chair
Student Advice & Safeguarding Manager	Presenting the Evidence
Bursary Administration Coordinator	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. The students Head of Department will be notified.

2. Bursary Administration Coordinator will notify the Student Advice and Safeguarding Manager and Director of Student Services of the appeal

3. Bursary Administration Coordinator will check information and gather the evidence already held on the students file

4. Student Advice and Safeguarding Manager will cross reference the evidence gathered ahead of the appeals meeting

5. The appeals panel will meet within 10 working days from receiving sufficient information or evidence. Bursary Administration Coordinator will notify the Student Advice and Safeguarding Manager and Director of Student Services of the appeal and diarise the appeals panel meeting.

6. After the meeting, the student, Head of Department and parent/carer, where appropriate, 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 Student Advisor & Safeguarding Officer/Bursary Administration Coordinator can provide advice to the student if necessary. The appeals panel may also 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		Gayle Brown
12/05/2023	3	Annual review of existing document and changes		Jack Jesson and Kayleigh Horn
01/08/2024	4	Review of document		Jack Jesson
02/06/2025	5	Review of document		Jack Jesson & Denise Wilkinson
04/11/2026	6	Annual review of document	04/11/2026	Director of Student Services

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