**Debtor Sanctions Appeal Form**

This form is to be completed by students who have received written notification of having had their registration terminated and who now wish to appeal their decision. Before you complete this form, please read the [**Guidance Notes**](#Guidancenotes) on the final page. Please complete all sections of the form.

***Please note: This is not a complaints form.*** Please read the [**Guidance Notes**](#Guidancenotes) on the final page.

**Section 1: Personal Details**

|  |  |
| --- | --- |
| First name |  |
| Surname |  |
| Student ID Number |  |
| Course |  |
| School |  |
| Address and postcode (for correspondence) |  |
| Telephone number |  |
| Email address |  |

**Section 2: Grounds for Appeal**

Please select at least one of the following options by choosing **yes** from the dropdown menu:

Material or Procedural error

Disproportionate action

Personal circumstances

**Section 3: Further information**

Please use this section to provide as much information as possible in support of your appeal. The box will expand as you type.

|  |
| --- |
|  |

**Section 4: Declaration**

In accordance with the Data Protection Act 1998 we are required to obtain your consent for the following:

a) To hold the information that you have provided on an electronic database.

b) To disclose the information that you have provided to authorised members of University staff, their legal advisers or where the law requires, as necessary for the reasonable purposes connected with the investigation of your complaint.

c) Be aware that where a complaint relates to specific individuals, those named have the right to be shown the complaint.

Please sign below (or print your name) to confirm that the information you have provided is accurate to the best of your knowledge, and to indicate your consent for the information provided to be used as detailed above.

**Signed (or printed)**

**Date**

**GUIDANCE NOTES**

**What is a Debtor Sanctions Appeal?**

A Debtor Sanctions Appeal is a request for a review of the decision to terminate your student registration because of an outstanding Tuition Fee debt. You should only submit an appeal if you believe that you have a valid case that clearly meets one of the three grounds for appeal listed in Section 2 of the Debtor Sanctions Appeal Form.

***Please note: This is not a complaints form. If you have a complaint regarding Finance, you can make us aware of this via the*** [***Student Complaints process***](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-complaints)***.***

**How do I submit the appeal?**

You will need to complete the Debtor Sanctions Appeal Form and submit it to Director of Finance within 10 days of receiving written notification of the decision to terminate your student registration. Appeals should be submitted by email but can be submitted via hard‐copy if preferred.

* Email: uow‐fees@westminster.ac.uk (Preferred method)
* Post: Director of Finance, University of Westminster, 32-28 Wells Street, London W1T 3UW

You are strongly advised to seek guidance from the [Student Advice Team](https://www.westminster.ac.uk/current-students/support-and-services/student-advice) on (0)20 7911 5000 ext. 66080, before you submit your appeal.

**Submission deadlines for appeals**

It is your responsibility to ensure that your appeal is **submitted within 10 days** of you having received written notification of the decision to terminate your student registration. Late appeals will not be considered, unless you can demonstrate good reason and provide evidence as to why the appeal has been submitted late.

**When will I hear the outcome of my appeal?**

The Director of Finance or nominee will notify you formally, in writing, of the outcome of your appeal, as soon as practicable after the decision is made.

**Can I submit another appeal if my first appeal is unsuccessful?**

The outcome of the appeal is final, and you are unable to submit further appeals. Therefore, please ensure that you provide as much information as possible when submitting your appeal request to enable an informed decision to be reached.