

Admissions Appeal/Complaint Form

This form is only for the purpose of submitting a formal admissions complaint or appeal at either Stage 1 or Stage 2 to National Centre for Circus Arts, in accordance with National Centre for Circus Arts' Admissions Appeals and Complaints Policy and Procedure. Please ensure that you read the Policy and Procedure before completing and submitting this form. Please contact joanna@nationalcircus.org.uk with any queries.

Please complete this form electronically and submit it via email to Joanna@nationalcircus.org.uk within 28 calendar days of either the admissions decision or of the incident occurring:

| 1. Applicant Details | |
|---|--|
| Surname: | |
| First name: | |
| Contact address: | |
| Contact e-mail(s) address: | |
| Contact telephone number: | |
| Date of Birth: | |
| Course applied to: | |
| Expected start of course (month / year): | |

| 2. Important information and guidance |
|---|
| <p>You are advised to read through the Admissions Appeal and Complaints Policy and Procedure before making a submission, as it contains important information about how your complaint/appeal will be handled and respective timeframes.</p> <p>These procedures have two stages, and you should clearly indicate on this form which stage you are lodging your admissions complaint or appeal.</p> <p>To make a Stage 1 admissions appeal or complaint, you must submit:</p> <ul style="list-style-type: none"> • A completed Admissions Appeal/Complaint Form |

[Type here]

- Any supporting evidence (this should be listed in Section 5 of the form)

To make a Stage 2 admissions appeal or complaint, you must submit:

- A freshly completed **Admissions Appeal/Complaint Form**
- the original Stage 1 Admissions Appeal/Complaint form, together with any supporting evidence which was submitted for consideration with the Stage 1 submission
- The Stage 1 Outcome letter
- Any other new evidence which you wish to have considered as part of your Stage 2 admissions appeal/complaint

Please complete all the requested information. Please note that incomplete or late submissions will not be considered unless there are exceptional circumstances.

National Centre for Circus Arts Admissions Appeal and Complaint Definitions

Below you can find our definitions of 'appeal' and 'complaint', as set out in our Admissions Appeals and Complaints Policy and Procedure:

Appeals

3.1 An **appeal** is defined as a request for a formal review and reconsideration of an admissions decision, or the wording/terms/conditions of an offer. An appeal may relate to the following decisions within the application process:

- The decision to interview/audition
- The decision to make an offer
- The content of the offer
- The decision to reject on exam results.

Complaints

3.2 A **complaint** is defined as a specific concern related to a procedural error, irregularity or maladministration in the admissions procedures or policies. This could involve concerns around a procedural error, irregularity or maladministration in the admissions process.

Please indicate whether you are lodging a Stage 1 complaint or an appeal, and the respective grounds, by completing all of the relevant boxes below.

If you are lodging a Stage 2 complaint or appeal, please go to page 4 of this form.

| STAGE 1 COMPLAINT | |
|--|---|
| I am lodging a Stage 1 COMPLAINT on the following ground(s): | <i>Please tick all grounds that apply:</i> |
| 1a) That there is evidence of significant administrative or procedural error in the admissions process | |
| 1b) That there is evidence of prejudice or bias in the selections process | |

| STAGE 1 APPEAL | |
|--|---|
| I am lodging a Stage 1 APPEAL on the following ground(s): | <i>Please tick all grounds that apply:</i> |
| 1c) That there is evidence of significant administrative or procedural error in the admissions process | |
| 1d) That there is evidence of prejudice or bias in the selections process | |
| 1e) That there is additional relevant information which was for valid reasons unable to be included in the original application, and which warrants further consideration of the application | |

Please indicate whether you are lodging a Stage 2 complaint or an appeal, and the respective grounds, by completing all of the relevant boxes below.

| STAGE 2 COMPLAINT OR APPEAL | | | |
|--|--|--------------------------------------|--|
| <i>(Please note the grounds at Stage 2 of the procedure are the same, regardless of whether you have submitted an appeal or a complaint)</i> | | | |
| I am lodging a Stage 2 COMPLAINT | | I am lodging a Stage 2 APPEAL | |
| I am making my Complaint/Appeal on the following ground(s): | | | Please tick all grounds that apply: |
| 2a) That there is evidence of significant administrative or procedural error in the processing of the Stage 1 complaint or appeal | | | |
| 2b) That there is evidence of prejudice or bias in the handling of the Stage 1 complaint or appeal process | | | |
| 2c) That there is additional relevant information which was for valid reasons unable to be included in the original application, and which warrants further consideration of the application | | | |

| 3. Summary Details <i>(please complete as many details of the boxes below as possible)</i> | | | |
|---|--|-------------------------------------|--|
| Date of incident (if applicable): | | Date of Admissions Decision: | |
| Date Stage 1 Complaint / Appeal was lodged: | | | |
| Date of Stage 1 Complaint / Appeal Outcome Letter: | | | |
| Stage 1 Outcome (Upheld/Not Upheld): | | | |

| | |
|--|--|
| | |
| <p>Any brief relevant summary information you wish to draw to our attention (please note you are asked to provide a full statement of your Stage 2 appeal/complaint further on in this form):</p> | |

Please list all documentation enclosed with your submission (there is no minimum or maximum limit)

| 4. Documentation <i>(expand as required)</i> | | | |
|---|----------------|-----------------------------|----------------|
| No. | Description | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| Date of incident (if applicable): | __ / __ / ____ | Date of admissions decision | __ / __ / ____ |

On the next page, you are asked to provide your statement of complaint/appeal, followed by a clear indication of your desired outcome/resolution. Please read the guidance below:

| |
|--|
| <p>If you are making a STAGE 1 complaint/appeal, your statement should include:</p> |
| <ul style="list-style-type: none"> • <i>Confirmation that you are making your complaint/appeal under Stage 1</i> • <i>A concise explanation of how you believe you meet the respective ground(s) under which you are making your complaint/appeal</i> • <i>Whether you have attempted to informally resolve the matter(s) you are raising</i> • <i>An explanation of why you believe the evidence you are submitting is relevant and supports your case</i> • <i>Any resulting steps that have already been offered by the School or that the School has taken to resolve the matter</i> • <i>Details of any responses you have received, clearly referencing any evidence you are supplying as part of your complaint/appeal</i> |

Guidance for making a Stage 2 complaint/appeal can be found on the next page:

If you are making a *STAGE 2* complaint/appeal, your statement should include:

- ***Confirmation that you are making your complaint/appeal under *Stage 2****
- ***A concise explanation of how you believe you meet the respective ground(s) under which you are making your complaint/appeal***
- ***Any steps taken to resolve the matter***
- ***A statement of why you feel the Stage 1 response(s) is/are unsatisfactory***
- ***An explanation of why you believe the evidence you are submitting is relevant and supports your case***
- ***Details of any responses you have received, clearly referencing any evidence you are supplying as part of your complaint/appeal***

STATEMENT OF COMPLAINT / APPEAL:

Please write a statement describing the issue(s) of complaint/appeal. Please refer to the guidance on the previous page of this form when completing your statement.

Desired outcome(s):

(Please specify your desired outcomes or resolutions to your complaint/appeal, expanding the box as necessary)

DECLARATION:

Please read this declaration carefully before signing and submitting your form

I confirm that the above details and any attached documentation is a true reflection of events to the best of my knowledge and that it does not contain any false, fraudulent or misleading information.

I understand that the provision of false, fraudulent or misleading information in this form or as any part of this admissions appeals and complaints procedure, will lead to the immediate termination of consideration of my complaint/appeal by the School and to the termination of my application process with the School.

I agree to the investigating officer on behalf of the National Centre for Circus Arts sharing details of this case, including information from my application, with other persons of the School and or any officers acting on behalf of the School where necessary and appropriate, to investigate and/or review this case as part of any investigation and to retain a record of that investigation, in accordance with National Centre for Circus Arts's Admissions Complaints and Appeals Procedure.

Signature:

Date of submission: