Read this form carefully, then complete sections 1 and 2 and submit it via your student email along with any supporting evidence to our QA emailing directly to Sarah@endeavouracademy.ie

The form will be completed by the academy and returned to you as a notification of the outcome of the appeal.

|  |  |
| --- | --- |
| **Surname** |  |
| **First Name(s)** |  |
| **Programme** |  |

|  |
| --- |
| **Identify the decision that you want to appeal. Please be specific e.g. “The decision of the Board of Examiners to award me X%and I feel this is unjust’’** |
|  |

|  |  |
| --- | --- |
| **Reason for Appeal** | **YES?** |
| Evidence that Endeavour academy did not follow an established procedure in the making of a decision. |  |
| Circumstances or information of which the original decision-making body was not aware when its decision was taken, and there is a valid, substantiated reason why that information was not made available by the student. |  |
| Evidence of substantive bias by one or more of the decision-makers in arriving at a decision. |  |
|  | |

**Evidence attached**

|  |  |  |
| --- | --- | --- |
| **Summary of Evidence** | **Type of Evidence** | **Submitted** |
|  |  |  |
|  |  |  |

**For the office**

**Decision**

|  |
| --- |
| **Decision of Board** |
|  |
| **Evidence** |
|  |

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**