

## Admissions Appeals and Complaints Form

This form is for the submission of appeals or complaints relating to admissions to the CITY College, University of York Europe Campus. Before completing this form, please refer to our Appeals and Complaints Procedure for Applicants, which is available at:

<https://york.citycollege.eu/regulations-policies>

Your appeal/complaint should be submitted to the Admissions Office, CITY College, University of York Europe Campus, 24, Proxenou Koromila str., 546 22, Thessaloniki Greece.

Please note that you may not appeal against an admissions decision based on the academic judgement of CITY College staff about your suitability for entry to a particular course.

### **Section 1 – Personal information**

This section is for the personal and contact details of the person making the appeal/complaint.

Title	
Name	
Surname	
Address	
Postcode	
Telephone number	
Email address	

### **Section 2 – Application information**

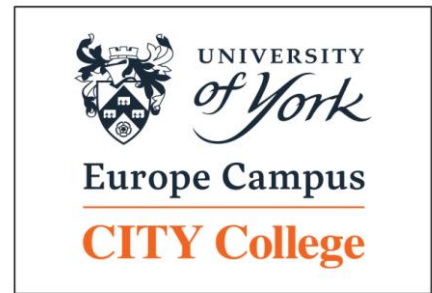
This section is for the details of the application concerned in the appeal/complaint. If the person appealing/complaining is not the same as the applicant, please note that we will not be able to process the case without written evidence of the applicant's full consent.

Title	
Name	
Surname	
Date of birth	
Applicant number	
Course title	

I am the applicant concerned in this appeal/complaint

I am not the applicant concerned in this appeal/complaint, but I have their written consent and this is enclosed with this form

# Office of Admissions



## **Section 3 – Appeal / Complaint**

Please tick one box only

### **I wish to make a formal appeal**

An appeal is a request for a formal review of the procedures followed and the information considered in the making of an admissions decision. You may not appeal against the academic judgement of CITY College staff about your suitability for entry to a particular course.

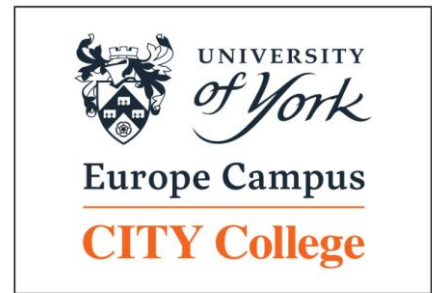
### **I wish to make a formal complaint**

A complaint is an expression of dissatisfaction about the nature of CITY College and/or departmental admissions policies and procedures, or about the actions, or lack of actions, of the Europe Campus or its staff.

## **Section 4 – Details of Appeal / Complaint**

Please provide details of your case. You can use additional sheets if necessary.

# Office of Admissions



## **Section 5 – Desired resolution**

Please tell us how you would like the University to resolve your appeal / complaint.

## **Section 6 – Enclosures**

Please provide details of any documents enclosed in support of your appeal / complaint.

## **Section 7 – Previous action**

Please provide details of any action you have already taken to attempt to resolve the matter informally. You should normally have sought feedback in accordance with point 3.1 of the Appeals and Complaints Procedure for Applicants before completing this form.

## **Section 8 – Declaration**

I believe that the above information is accurate. I confirm that the details of this appeal / complaint can be passed on to the relevant members of CITY College's staff for comment and consideration.

Signed..... Date.....