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# FORM FOR SUBMISSION OF AN APPEAL FOLLOWING WITHDRAWAL FROM THE UNIVERSITY UNDER REGULATION A1: VISAS AND IMMIGRATION

Before completing this form you must read the accompanying guidance notes on ‘How to complete the appeals submission form’ found [here](https://www.keele.ac.uk/students/academiclife/appeals-complaints-conduct/appeals/visaappeals/#guidance-for-completing-your-appeal-form). Failure to do this may mean that the form is incorrectly completed and could result in you appeal being turned down. This guidance includes information on who will see the information given on this form and any supporting evidence you give.

###### SECTION A – PERSONAL AND PROGRAMME INFORMATION

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| --- |
| **FAMILY NAME(S):** |
| **FORENAME(S)** |
| **STUDENT NUMBER** (as shown on Keele card): |
| **PROGRAMME OF STUDY:** |
| **UNDERGRADUATE OR POSTGRADUATE:** |
| **LEVEL OF STUDY:** |
| **ADDRESS TO WHICH ANY PAPER CORRESPONDENCE SHOULD BE SENT:** |
| **EMAIL ADDRESS:**  **(During the appeal, you will mainly be contacted by email so please check it on a daily basis.)** |

**SECTION B - DETAILS OF WITHDRAWAL**

|  |  |
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| **Date of withdrawal:** |  |
| **Date of submission of appeal:** |  |
| **If you are submitting your appeal after the 5-day deadline, you must give a reason as to why it should be accepted late.** |  |

**SECTION C – DETAILS OF APPEAL CASE RELATING TO PROCEDURAL IRREGULARITY**

You can only appeal on grounds of procedural irregularity in determining the grounds for withdrawal.

Please state below in a clear and concise matter what you believe went wrong.

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|  |

**Please list below the items of supporting evidence you are submitting to substantiate your claim of procedural irregularity.**

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| 1.  2.  3. |

**SECTION D –DECLARATION**

**Please tick here to consent to the University processing any *sensitive personal* *data* you have provided in your appeal in accordance with the accompanying guidance and privacy notice.**

**Please tick here to confirm that where you are providing personal and/or sensitive information *about another person*, you have told that person you are doing this and have told them how the information will be processed.**

Declaration: I declare that the information that I have given on this form and the accompanying documents is true.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

**This form, with any evidence or supplementary statement that you have attached, must be emailed to Appeals:**

**Email:** [appeals@keele.ac.uk](mailto:appeals@keele.ac.uk)