

APPEAL OF DECISION FORM

****Decision Appeal - submit form within 7 working days of notification of Decision****

**The college regulations relating to Appeals
must be read and understood before submitting this form**

Student No: _____ **Course:** _____

Student Name: _____

The appeal form must be accompanied by a detailed written submission together with supporting documentation (if appropriate). Appeals submitted without a written submission or for which the fee has not been paid will be rejected. It is a learner's responsibility to ensure an appeal is lodged fully and correctly.

Module Details:

Module Code	Module Title

Grounds for Appeal (tick any which may apply):

Suspected substantive irregularity in the College's procedures or regulations and/or in the manner in which those procedures or regulations were executed.	<input type="checkbox"/>
There were mitigating or other circumstances which the College was not aware of when its decision was taken, and valid reasons why this was not and could not be communicated to the College in advance of the decision being made.	<input type="checkbox"/>

Date of Notification of Decision: ____ / ____ / ____

I have read the college's policy regarding Appealing Results or Decisions:

Signed: _____ **Date:** ____ / ____ / ____

Please Complete, and return by email to exams@dbs.ie

Appeal Fee of €130. Receipt No: _____

Paid through Reception by card or cash / By Phone with the Accounts Office / Online.
(delete as appropriate)

You will receive a response within 10 working days. Should there be an upgrade in marks awarded, a full refund will be made payable to the payee.

<u>OFFICE USE ONLY:</u>	
Application Received: ____ / ____ / ____	
QAO Review: ____ / ____ / ____	Grounds to Appeal Present: YES / NO
If Grounds, Appeals Committee Review: ____ / ____ / ____	

Circumstances and Evidence Supporting an Appeal

(You should make reference to the grounds for the appeal, and any circumstances or communications which pertain to consideration of your Appeal. Please attach further page(s) if necessary):

Signed:

Date: