



## **BURSARY APPEALS PROCEDURE**

If you disagree with the outcome of your bursary application decision, you have the right to appeal it.

### ***Appeals should be made in writing by emailing:***

[michelle@carmel.ac.uk](mailto:michelle@carmel.ac.uk) – Vice Principal (Finance, Resources & Systems)

You must CC in...

[kathryn@carmel.ac.uk](mailto:kathryn@carmel.ac.uk) – (Exec. Coordinator to the Principalship)

### ***Or by letter, addressed to the College and marked:***

FAO - Mrs M Williams (Vice Principal (Finance, Resources & Systems))

Responses to appeals may take up to 10 working days to action. The response will usually be sent via your student email address. Decisions may be upheld (i.e. unchanged) or, in certain circumstances, overruled and a bursary award approved/changed. Any decision will be fully explained in the appeal response email.

If you have previously been unsuccessful in your application and your circumstances change. Please submit a new application evidencing your change in circumstances by uploading the relevant documents.

Any questions or concerns can be directed to [bursary@carmel.ac.uk](mailto:bursary@carmel.ac.uk)