

FALMOUTH UNIVERSITY HARDSHIP FUND

APPEALING A DECISION

A SUMMARY OF THE APPEALS PROCESS

THE FALMOUTH UNIVERSITY HARDSHIP FUND IS DESIGNED TO HELP STUDENTS WHO HAVE ENCOUNTERED **UNFORESEEN** FINANCIAL PROBLEMS DURING THE ACADEMIC YEAR. WHILST THE INITIAL ASSESSMENT WILL CONSIDER YOUR INCOME, OUTGOINGS AND ORIGINAL FINANCIAL PLAN, SOME STUDENTS MAY WISH TO APPEAL THE ORIGINAL DECISION.

THESE NOTES ARE DESIGNED TO HELP YOU UNDERSTAND WHAT INFORMATION IS REQUIRED WHEN **APPEALLING** A PANEL DECISION.

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In addition to this information sheet; further guidance is available on each stage of the assessment process:

- General Notes and Terms
- Course Information
- Personal Details
- Expenditure
- Income
- Supporting Evidence

What is an appeal?

A student can make an appeal against a Hardship decision if they don't feel it's appropriate or reasonable. This might be because the applicant feels:

- The Panel did not correctly consider the information provided in the original application
- Information was missing from, or not properly explained in, the original application
- They don't agree with the award decision and amount (even if an award was made)

The submission of an appeal will result in the application being reconsidered, alongside any additional information included in the appeal application, by a different assessor. Please bear in mind that all assessors work to the same principles when assessing applications.

How to appeal

All appeals need to be made online via MyFalmouth, through the Hardship Fund portal. Applicants are required to upload a PDF document which explains why the original Hardship Fund application should be reconsidered. Any additional supporting documentation can also be included. Please note that only *supplementary* information needs to be provided, as the appeal application will be considered alongside the original Hardship Fund application. Additionally, it should be noted:

- Before submitting an appeal, the initial Hardship Fund application needs to have been fully assessed. Only then will the option to make an Appeal be available
- Appeals needs to be submitted within 30 days of the original application being assessed. If more than 30 days have passed, then students are required to complete a full Hardship Fund application again

The Appeals Panel will try to make a decision on appeals within 7 working days.

The decision of the Appeal is then final and cannot be appealed against.

Further Support and Guidance

For further advice on how to apply to the Hardship Fund, please contact one of the below support teams:

The Hardship Panel	falhardship@falmouth.ac.uk
The Student Union	advice@thesu.org.uk ; 01326 255861
The Student Finance Team	student.finance@falmouth.ac.uk ; 01326 255310