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# Admissions Appeal/Complaint Form - London

***This form is only for the purpose of submitting a formal admissions complaint or appeal at either Stage 2 or Stage 3, in accordance with the Sotheby’s Institute of Art - London’s Admissions Appeals and Complaints Procedure. Please ensure that you read the procedure before completing and submitting this form.***

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| **1. Applicant Details** |
| **Surname:** |  |
| **First name:** |  |
| **Contact address:** |  |
| **Contact e-mail address:** |  |
| **Contact telephone number:** |  |
| **Programme applied to:** |  |

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| **2. Important information and guidance** |
| You are advised to read through the Admissions Appeal and Complaints Policy and Procedure before making a submission, as it contains important information about how your complaint/appeal will be handled and respective timeframes.These procedures have two formal stages, and you should clearly indicate on this form which stage you are lodging your admissions complaint or appeal.**To make a Stage 2 admissions appeal or complaint, you must submit:*** A completed **Admissions** **Appeal/Complaint Form**
* Any supporting evidence

**To make a Stage 3 admissions appeal or complaint, you must submit:*** A freshly completed **Admissions Appeal/Complaint Form**
* The original Stage 2 Admissions Appeal/Complaint form, together with any supporting evidence that was submitted for consideration with the Stage 2 submission
* The Stage 2 response from Head of Quality (or their nominee)
* Any other new evidence which you wish to have considered as part of your Stage 3 admissions appeal/complaint
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***Please indicate whether you are lodging a Stage 2 or Stage 3 complaint or an appeal, and the respective grounds, by completing the relevant boxes below:***

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| **STAGE 2 COMPLAINT** |
| **I am lodging a Stage 2 COMPLAINT on the following ground(s):** | ***Please tick all grounds that apply:*** |
| That there is evidence of significant administrative or procedural error in the admissions process |  |
| That there is evidence of prejudice or bias in the selections process |  |

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| **STAGE 2 APPEAL** |
| **I am lodging a Stage 2 APPEAL on the following ground(s):** | ***Please tick all grounds that apply:*** |
| That there is evidence of significant administrative or procedural error in the admissions process |  |
| That there is evidence of prejudice or bias in the selections process |  |
| That there is additional relevant information which was for valid reasons unable to be included in the original application, and which warrants further consideration of the application |  |

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| **STAGE 3 COMPLAINT OR APPEAL *(The grounds at Stage 3 are the same)*** |
| **I am lodging a Stage 3 COMPLAINT** |  | **I am lodging a Stage 3 APPEAL** |  |
| **I am making my Complaint/Appeal on the following ground(s):** | ***Please tick all grounds that apply:*** |
| That there is evidence of significant administrative or procedural error in the processing of the Stage 2 complaint or appeal |  |
| That there is evidence of prejudice or bias in the handling of the Stage 2 complaint or appeal process |  |
| That there is additional relevant information which was for valid reasons unable to be included in the Stage 2 complaint or appeal, and which warrants further consideration |  |

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| **3. Statement of complaint / appeal:*****Please write a statement describing the issue(s) of complaint/appeal.***  |
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| **Desired outcome(s):*****Please specify your desired outcomes or resolutions to your complaint/appeal*** |
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| **Declaration**: I declare that the information given in this form is true. I have consulted the Sotheby’s Institute of Art – London *Admissions Complaints and Appeals Policy & Procedure.* |
| **Signature:** |  |
| **Date of submission:** |  |