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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 |

***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:** |  |