



Appeals Form

Before completing this form you should read ESBM's Appeals and Complaints Policy. You must only use this form to appeal against the outcome of a formal complaint you have submitted to the College.

You must attach a copy of the letter issued by ESBM responding to your formal complaint and complete all sections of this form before we can consider your appeal.

Your personal Details

Mr/Mrs/Miss/Ms or other title:

First name:

Surname:

Course:

Your contact details

Your address:

Postcode:

Email address:

Daytime contact telephone number (between 9.00am and 5.00pm):

Alternative contact telephone number (e.g. mobile):



East Midlands School of Business & Management

Please explain why you are not satisfied with the response you have received to your formal complaint.

Please use additional sheets if required

What would you like the College to do to resolve your complaint? (i.e. what reasonable solution(s) are you looking for?)

Your declaration and signature

I confirm that the information given on this form is true and correct and in submitting this form I understand that ESBM:

- Will not accept complaints or appeal from third parties or anonymous sources.
- May need to share information with other persons or external organisation as part of any investigation to resolve my complaint or appeal

Signed:

Print Name:

Date:

Please send this form and any associated documents related to your appeal to the Managing Director at the address given below:

**Managing Director
ESBM
41 Guildhall Lane
Leicester LE1 5FQ**