

EMA, BURSARY AND STUDENT SUPPORT FUNDS
APPEALS PROCEDURE

Education Maintenance Allowances, Bursaries and awards from student support funds are assessed in accordance with national policies and rules. The Senior Management Team has established a procedure whereby appeals against the application of these policies may be made.

Should you disagree with any decision made with your funding award you can appeal against this within 4 weeks from the date of your award by clearly stating your reasons for appeal and supply any supporting evidence that you feel may be relevant to your case. You should make your first stage of appeal by emailing studentadmin@nac.ac.uk and marking the email for the attention of the Director of Operations. Your case will be reviewed and you will be advised of the outcome of your appeal by email response.

If you still disagree with the decision of your award after the first stage appeal, then you may appeal to the final second stage. You will be required to submit your appeal to the Appeals Panel with further explanation and supporting evidence to aid your case by emailing studentadmin@nac.ac.uk and marking the email for the attention of the Appeals Panel. This must be done no later than 7 days from the date of your first stage appeal response. Any appeals received out-with the stated deadlines will be disregarded. The Appeals Panel is the final adjudicator and an appeal to this must show that the initial appeal had not been considered against all the relevant circumstances.

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	EMA, Bursary and Student Support Funds Appeals
Lead Officer:	Senior Administrator
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Next Review date:	July 2027
Approved By:	Finance & Resources
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