



Office of Admissions

Admissions Appeals and Complaints Form

This form is for the submission of appeals or complaints relating to admissions to the University of Sheffield International Faculty CITY College. Before completing this form, please refer to our Appeals and Complaints Procedure for Applicants, which is available to download from (https://citycollege.sheffield.eu/frontend/article.php?aid=3864&cid=435&t=Admission-Policies&clang=GR_EN).

Your appeal/complaint should be submitted to the Admissions Office, The University of Sheffield International Faculty CITY College, 24, Proxenou Koromila str., 546 22, Thessaloniki Greece.

Please note that you may not appeal against an admissions decision based on the academic judgement of University staff about your suitability for entry to a particular course.

Section 1 – Personal information

This section is for the personal and contact details of the person making the appeal/complaint.

Title	
Name	
Surname	
Address	
Postcode	
Telephone number	
Email address	

Section 2 – Application information

This section is for the details of the application concerned in the appeal/complaint. If the person appealing/complaining is not the same as the applicant, please note that we will not be able to process the case without written evidence of the applicant’s full consent.

Title	
Name	
Surname	
Date of birth	
Applicant number	
Course title	

I am the applicant concerned in this appeal/complaint

I am not the applicant concerned in this appeal/complaint, but I have their written consent and this is enclosed with this form



Office of Admissions

Section 3 – Appeal/Complaint

Please tick one box only

I wish to make a formal appeal

An appeal is a request for a formal review of the procedures followed and the information considered in the making of an admissions decision. You may not appeal against the academic judgement of international Faculty staff about your suitability for entry to a particular course.

I wish to make a formal complaint

A complaint is an expression of dissatisfaction about the nature of International Faculty and/or departmental admissions policies and procedures, or about the actions, or lack of actions, of the International Faculty or its staff.

Section 4 – Details of appeal/complaint

Please provide details of your case. You can use additional sheets if necessary.



Office of Admissions

Section 5 – Desired resolution

Please tell us how you would like the University to resolve your appeal/complaint.

Section 6 – Enclosures

Please provide details of any documents enclosed in support of your appeal/complaint.

Section 7 – Previous action

Please provide details of any action you have already taken to attempt to resolve the matter informally. You should normally have sought feedback in accordance with point 3.1 of the Appeals and Complaints Procedure for Applicants before completing this form.

Section 8 – Declaration

I believe that the above information is accurate. I confirm that details of this appeal/complaint can be passed on to the relevant members of International Faculty's staff for comment and consideration.

Signed..... Date.....