



**BRITISH SCHOOL OF MARKETING INTERNATIONAL**  
**APPEAL FORM**

This form is to be completed to appeal the outcome of an application decision or the outcome of a formal complaint that has been submitted to the College with regard to the admissions and refund process. Please ensure that you have read the British School of Marketing International Appeals & Complaints Policy before completing this form.

**SECTION 1: STUDENT PERSONAL DETAILS**

TITLE:	
FULL NAME:	
PROGRAMME/COURSE APPLIED FOR	
ADDRESS LINE 1:	
ADDRESS LINE 2:	
TOWN CITY:	
COUNTRY:	
POSTCODE:	
TELEPHONE/MOBILE PHONE:	
EMAIL ADDRESS:	
DATE OF THE FORM SUBMISSION:	

**SECTION 2: NATURE OF THE APPEAL**

Please set out the key points of your appeal. This account must be supported by evidence, which must be attached to this form. Please, continue on a separate sheet if necessary:

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**ACTION TAKEN SO FAR**

Please provide an explanation of why you are not satisfied with the outcome of your application decision or are dissatisfied with the response you have received to your formal complaint. Please attach copies of any related correspondence. Please, continue on a separate sheet if necessary:

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**DESIRED OUTCOME**

Please outline what action you would like to see taken in the event of a successful appeal and why you believe this action would be appropriate. Please continue on a separate sheet if necessary:

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**SUPPORTING DOCUMENTATION**

Please list any documentary evidence that you have attached in support of your appeal. If you are submitting new evidence, please explain why this was not submitted at an earlier stage.

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\*Please be aware that it is an applicant’s responsibility to provide evidence in support of their appeal and subsequent documentation shall only be accepted at the discretion of British School of Marketing International, if it forms written proof of points covered in this form. Additional information not originally provided may be requested by the College at any stage of the investigation.

**DECLARATION**

I confirm that the information given in this form and any additional documentation which I have provided is true, accurate and correct to the best of my knowledge and I would be willing to answer further questions relating to it if necessary. I accept that the College may need to share information with other persons or organisations as part of any investigation to resolve my complaint.

<b>SIGNATURE</b>	
<b>DATE</b>	

Please submit this form and any associated documents relating to your appeal to British School of Marketing International at the following address:

British School of Marketing International  
4a Westover Road BH1 2BY  
Bournemouth, UK

Email: [enquiries@britishschoolofmarketing.com](mailto:enquiries@britishschoolofmarketing.com)