**Stage One Admissions Appeals**

Please complete this form after reading in full the [Admissions Appeal Procedure](https://www.icca.ac.uk/admissions-appeals-and-complaints-procedure/). Please note that this procedure is not suitable for requesting feedback on an unsuccessful application.

There is also a separate procedure for informing ICCA of any mitigating circumstances affecting an application. If you're uncertain which procedure to use; the Admissions team can provide guidance - please contact us at [admissions@icca.ac.uk](mailto:admissions@icca.ac.uk)

Please return the completed form to [students@icca.ac.uk](mailto:students@icca.ac.uk). Successfully submitted appeals will be responded to in 10 working days. Please make sure you provide sufficient detail below and provide all relevant evidence in a timely manner.

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| 1. Please provide an application number (application ID) |
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| 2. Please provide an email address, so that we may contact you |
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| 3. What is the date of the decision you are appealing? |
| DD/MM/YYYY |

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| 4. Are you making this appeal within 10 workings days of the date above? |
| Yes  No |

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| 5. Appeals must be submitted within 10 working days of receipt of the decision. Late appeals will only be accepted in exceptional circumstances. Reasons for the delay in submitting your appeal should be stated below |
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| 6. What type of decision is being appealed? |
| Misapplication of the general entrance requirements by the ICCA; or  Other significant administrative or procedural error(s) affecting the outcome of the application. |

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| 7. Your Appeal |
| Please set out the main points of your appeal. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and application number. |