



## NON ACCOMMODATION FEE APPEAL FORM

An appeal must be made by making a written request on this form, supported by appropriate signed and dated evidence.

This form should be sent to Income Team (Please mark your envelope "Fee Appeal"), Income Team, Southampton Solent University, East Park Terrace, Southampton, SO14 0YN or emailed to: [Income.team@solent.ac.uk](mailto:Income.team@solent.ac.uk) with a subject title of 'FEE APPEAL'.

If you wish to expand on your information at any stage, continue on a separate sheet, follow the section numbering of this form, and make sure the extension sheet is signed and dated. It is your responsibility to make sure this form is;

- **Properly completed**
- **Has the appropriate evidence attached**

**IMPORTANT: Rights of appeal in relation to fee payments are limited to the grounds listed below.**

**Please indicate (tick the box) upon which grounds your appeal is based**

- ☐ New, relevant, written mitigating circumstances are presented supported by appropriate evidence, which for good reason were not originally made available, and therefore were not considered at the time the charges were raised or amended. **Please complete sections 1, 2, 3 and 4;**
- ☐ Processes were not conducted in accordance with current approved policies and procedures. **Please complete sections 1, 2 and 4**
- ☐ Where there has been a procedural error in the calculation of the fees charged. **Please complete sections 1, 2 and 4**

### Section 1. Personal Information

Name		Preferred email address	
Student Number		Contact number	
Course		Year/level	

### Section 2. Information relating to charge/charges in query.

Description	Value		

**Section 3. If you are submitting new extenuating circumstances please say why you were not able to submit these before.**

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**Section 4. Use this space to outline your appeal**

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**Once received a member of the Income will acknowledge receipt of your appeal within five days. We will contact you with the findings within 21 days. If the investigation is going to take longer, you will be contacted within 21 days and advised of the new timescales**

Student Signature		D a t e	
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Date received by the Income Team

**Action Taken/Outcome**
