

Appeals Policy

Definition

An appeal is a request for a formal reconsideration of a decision the school has made about a student.

A review is a request to the Principal by a student with respect to the result of an appeal.

This policy relates to appeals made by a student against any SCL decision including academic, administrative, procedural, disciplinary or otherwise, which impacts the student and their ability to pursue their studies at the school.

Right to Appeal

Students have the right to appeal to the Principal against any decision made by the school.

Appeals will only be accepted if submitted within 10 working days of the student receiving written notification of the decision they wish to appeal against unless a different date has been agreed.

A student unable to lodge an appeal within the 10-working day period shall, within that period, submit a declaration of intent by letter/e mail to do so. Any appeal submitted beyond these limits must include reasons and evidence showing why, through no fault on the part of the student, the request could not have been made within the time limit.

Grounds for Appeal

All appeals shall be made in writing and submitted to the Principal.

It is for the student to establish their case on grounds such as:

- 1) That their performance had been adversely affected by illness or by other factors.
- 2) That there has been significant failure of due process in the making of the original decision, which the student believes affected the school's decision making.
- 3) There exists clear and compelling evidence of prejudice or bias on the part of an examiner or other staff member.
- 4) That they possess new substantive information supported by evidence which was not known by the student in time to present to the Principal when the original decision was being made.

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Appeals Procedure

Once the relevant information has been gathered together and advice sought, a decision will be taken as to whether the appeal is admissible.

The decision will be made within 20 working days of receipt of the appeal, and the student notified of the outcome in writing.

If the appeal is considered inadmissible the student will be informed in writing. Where a case is rejected, the reason for the decision will also be conveyed to any other relevant parties.

Complaints

If a student is still dissatisfied with the outcome of the appeal, they have the right to appeal to the external independent adjudicating panel set up with a legal representative and English UK support member.

In this case the complaint should be put in writing and sent to The Ombudsman, English UK, 47 Brunswick Court, Tanner Street, London SE1 3LH info@englishuk.com

Last Reviewed: June 2023 by Paul Clarke and Gary Speirs

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