

## Undergraduate Admissions Appeals & Complaints – Third Party Consent Form

Any appeal or complaint should normally be submitted by you, as the applicant. Your parent or guardian may only initiate an appeal (on your behalf) if you confirm in writing and in advance that you authorise your parent or guardian to engage with the College on your behalf.

If you authorise someone else (a “third party”) to act on your behalf then all further correspondence will be directed to this person. You will be copied on all correspondence for information only, but we will only take instructions from the appointed third party. You can withdraw your authorisation for your third party advocate to engage with us on this matter by contacting the College and making it clear that you no longer wish the College to communicate with them on this matter.

Please complete the following form if you are authorising your parent or guardian to engage with the College on your behalf:

<b>Applicant’s Full Name:</b>	
<b>Applicant’s UCAS Personal ID Number (PID):</b>	
<b>Applicant’s Email Address:</b> to be used for all correspondence about your complaint or appeal	
<b>Third Party’s Full Name:</b>	
<b>Relationship between Applicant and Third Party:</b>	
<b>Third Party’s Email Address:</b> to be used for all correspondence about your complaint or appeal	
<b>College that you applied to:</b>	
<b>Course that you applied for:</b>	

<b>Applicant Declaration:</b>	
<b>By signing below, I agree that:</b>	
<ul style="list-style-type: none"><li>• The named third party above will act on my behalf regarding my undergraduate admissions appeal or complaint.</li><li>• All further correspondence from the College will be addressed to the third party advocate at the email address provided above.</li><li>• I will receive copies of the correspondence for information only, unless I explicitly withdraw my consent for the named third party advocate to act on my behalf, in writing or by email to the College.</li></ul>	
<b>Applicant Signature</b> (type your full name if submitting electronically):	
<b>Date:</b>	

**Important:** If submitted without your hand-written signature, this form will only be accepted if it is received from one of your email addresses provided in your application.