# Admissions Complaints & Appeals Form

Admissions: Complaints and appeals (Management Studies Tripos)

This form is only for use with regards to Management Studies Tripos admissions complaints and appeals. Please [read this procedure](https://www.jbs.cam.ac.uk/programmes/undergraduate/mst-admissions-appeals-and-complaints/) before completing this form.

You must print, sign and upload this form in order to submit your Management Studies Tripos Admissions Complaint or Appeal. Please read the form very carefully before signing it.

Surname/ family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name/given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am submitting a

□ Complaint □ Appeal

1. Please state the decision you are appealing or the reason for your complaint

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1. Please set out the key points of your Admissions Complaint or Appeal.

This should include at least one of the following:

* + - reasons why you believe there has been an error in the decision-making process or a procedural irregularity;
		- reasons why you believe there is bias or perception of bias in the decision-making process;
		- extenuating circumstances, which, for good reason, you did not inform the University of in your application, which would have had a material impact on the admissions decision.

Please include:

* A summary of evidence which supports your complaint or appeal
* A list of any additional documents that you are submitting

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| (expand the box as necessary) |

1. Please state what steps you have taken to resolve the admissions complaint informally

(i.e. with the Management Studies Tripos Admissions Office)

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| (expand the box as necessary) |

1. Please state the outcomes that you are seeking

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## Applicant declaration

**I confirm that:**

* I have read the [Cambridge Judge Business School Management Tripos Admissions Complaints and Appeal procedure](https://www.jbs.cam.ac.uk/programmes/undergraduate/mst-admissions-appeals-and-complaints/).
* I understand that Cambridge Judge Business School may need to process personal details about me, which could include sensitive information, in order to investigate my Complaint/Appeal.
* I understand that Cambridge Judge Business School may need to exchange information about my Admissions Complaint/Appeal within the University of Cambridge and Colleges in order to resolve the matters under Complaint/Appeal.

The information I have given on this form is true, correct and complete to the best of my knowledge.

By signing this document, I am agreeing to the above conditions.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**