# 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/apply/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.

CRSid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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.

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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1. Only answer the following if you are submitting an appeal rather than a complaint. Please delete as applicable:

Are you appealing on the grounds of:

|  |  |
| --- | --- |
| A serious procedural error | YES/NO |
| Bias in the decision making process (defined as treating someone less favourably than another because of belonging to a protected group, as set out in the University’s Equal Opportunities Policy) | YES/NO |
| Extenuating circumstances affecting your prior academic or non-academic achievements which, for good reason, you did not inform Cambridge Judge Business School of in your application, and which would have had a material impact on the admission decision | YES/NO |

## 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/apply/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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**