

## Leeds Beckett Hardship & Summer Assistance Funds

### Review & Appeal Procedure

#### 1 Purpose

The purpose of this procedure is to enable students to seek a review or an appeal against a decision on a Hardship or Summer Assistance Fund assessment. This is a two-step process, in which all decisions are reviewed in the first instance before being eligible for appeal.

A request for a review or appeal will be acknowledged within three working days.

#### 2 Review

The request for a Review should be made in writing to the Student Money team within 4 weeks (28 days) of the original decision.

This is an opportunity to review the original decision, to check the accuracy of the calculations and ensure that all relevant information and evidence has been considered. The review can also consider any subsequent evidence you wish to provide with the review request. You will normally receive a response within 10 working days.

It is important that you explain fully why you are requesting a review and submit any additional supporting evidence/information with your request(s).

The Student Money team may request additional information at this stage.

You should email your review request to [studentmoney@leedsbeckett.ac.uk](mailto:studentmoney@leedsbeckett.ac.uk).

#### 3 Appeal

A request for an appeal should be made in writing to [studentmoney@leedsbeckett.ac.uk](mailto:studentmoney@leedsbeckett.ac.uk) within 2 weeks of the original review decision. The Appeal will be heard by a member of the Student Services Leadership Team (excluding the Head of Student Money). You will normally receive a written decision with 10 working days. The decision will be final and there will be no further rights of appeal.

You should email your appeal request to [studentmoney@leedsbeckett.ac.uk](mailto:studentmoney@leedsbeckett.ac.uk).