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| **HE16B** | **Student Request Form**  **Decisions Outside of Regulations** | | | | | | | | | |  | | |
| Students should use this form to request any request outside of the Regulations which includes, but is not limited to; mitigation and incapacity and requests to repeat the year or repeat the assessment.  If a student is seeking to appeal a decision of an exam board, the assessment process, maladministration, or an academic misconduct decision must use form HE16A.  Before completing this form you are advised to read the HE16 Academic Appeals Policy, available on the [website](https://grimsby.ac.uk/documents/highereducation/quality/HE16/HE16-Academic-Appeals.pdf). | | | | | | | | | | | | | |
| **Section 1 – Student Details** | | | | | | | | | | | | | |
| Student Name: |  | Student No |  |  |  |  |  |  |  |  | | Level: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course: |  | Full Time: |  | Part Time: |  |

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| --- | --- | --- | --- |
| Contact Address: |  | Email Address: |  |

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| **Section 2 – Type of request**  Please give full details of the request and the reasons for it. Please attach supporting evidence where appropriate. Please use as many additional sheets as required. |
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| **Section 3 – Request Outcome**  Please give a brief outline of the desired outcome of this request. |
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| **Section 4 – Declaration** | |
| I declare that the information provided on this form and accompanying documentation is correct to the best of my knowledge.  I give consent that information contained in my application can be disclosed to those parties involved in my case. I also understand that anonymised data from this application will be used for statistical reports of the Institute and all information provided in this form and accompanying documentation will be used in compliance with the Data Protection Act 2018. I confirm that I have read HE16 Academic Appeals. | |
| **Signed:** |  |
| **Dated:** |  |
| **You must return this form and evidence to:**  **HE Quality Office**  **TEC Partnership**  **Grimsby Institute of Further & Higher Education**  **Nuns Corner**  **Grimsby, DN34 5BQ**  **or by email to:**  **HEQA@grimsby.ac.uk** | |