

## Appeal Application Form (Financial Capability)

For more information regarding the appeals process, please refer to the Appeals policy available [here](#). The fee for this service is £125; this form will not be accepted by The London Institute of Banking & Finance if it does not include the appropriate fee. If the appeal is upheld, then no fee will be charged.

Please return this form to [fcexams@libf.ac.uk](mailto:fcexams@libf.ac.uk) or to The London Institute of Banking & Finance, 4-9 Burgate Lane, Canterbury, Kent, CT1 2XJ.

### SECTION 1 – CENTRE DETAILS

Centre name \_\_\_\_\_ Centre postcode \_\_\_\_\_  
Examinations officer name \_\_\_\_\_ Contact number \_\_\_\_\_

### SECTION 2 – STUDENT DETAILS

Student name \_\_\_\_\_ LIBF number \_\_\_\_\_  
Qualification \_\_\_\_\_  
Unit (if applicable) \_\_\_\_\_ Exam session number (if applicable) \_\_\_\_\_

### SECTION 3 – BASIS FOR APPEAL

I wish to appeal the outcome of:

Result enquiry  Special consideration application  Reasonable adjustment application  Malpractice outcome

Other (please specify)  \_\_\_\_\_

Please provide full details of the circumstances that led to this application.

Please continue on a separate sheet if necessary

### SECTION 4 – ACCOMPANYING DOCUMENTS

Please list any documents you are providing as evidence to support your claim

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### SECTION 5 - PAYMENT DETAILS

I would like the centre to be invoiced for the total amount payable (requires an Examination Officer signature)

Examinations officer signature \_\_\_\_\_ Date \_\_\_\_\_

### SECTION 6 – YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** ([www.libf.ac.uk/privacy](http://www.libf.ac.uk/privacy))

### SECTION 7 – DECLARATION

I declare that the information contained in this form is true and accurate, consent to the processing and use of personal data as outlined in the Privacy Notice and accept our terms and conditions.

I confirm that I have read the **Appeal policy** and *understand it*

Examinations officer signature \_\_\_\_\_ Date \_\_\_\_\_

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry.