

Important: Please read before completing this form

This form is for appealing a withdrawal due to non-attendance or non-engagement only.

If you were withdrawn for academic failure (e.g. failing assessments after all permitted attempts), use the Academic Appeals Policy instead. If you are unsure, contact the Student Support Team.

Deadline: You must submit this form within 10 working days of your withdrawal notification email. Before submitting, we recommend speaking to the Student Support Team, the Disability & Wellbeing Team, Student Success Tutor Team, a Student Course Rep, or your Course Director for guidance on the process.

Section 1: Personal Details

Student Name		Course	
Student ID		Level of Study	
LCCA Email		Cohort	
Personal Email		Withdrawal Date	

If you are submitting this appeal outside of the 10-working day deadline, you must explain why in Section 4 and provide supporting evidence for the delay.

Section 2: Grounds for Appeal

You may appeal the decision to withdraw you on one or more of the following grounds. Please tick all that apply:

	Ground A: Mitigating Circumstances My attendance and/or engagement was affected by circumstances beyond my control which, for justifiable reasons, I was unable to disclose before the withdrawal decision was made.
	Ground B: Procedural Irregularity I believe there was a significant administrative or procedural error on the part of LCCA which materially affected the consideration of my attendance and/or engagement.

Your appeal cannot be considered on any other grounds. If you are unsure whether your circumstances fall within the grounds above, please seek advice before submitting.

Section 3: Your Statement

Please provide a detailed statement explaining the reasons for your appeal. Your statement should clearly address the following:

1. Which ground(s) you are appealing under (A or B above)
2. A clear explanation of the circumstances that led to your non-attendance or non-engagement
3. Why you were unable to raise these circumstances at an earlier stage
4. What has changed that would enable you to attend and engage if reinstated
5. If this form is submitted late, the reason for the delay and supporting evidence

Section 4: Supporting Evidence

You must provide documentary evidence to support your appeal. Appeals submitted without evidence may not be considered.

Please list all evidence you are submitting with this form:

No.	Description of Evidence	Date of Evidence
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Guidance on Acceptable Evidence

Your appeal must be supported by documentary evidence. Evidence should be contemporaneous of the circumstances and from an independent source (not family or friends).

Examples:

- Medical certificates or GP letters
- Police reports
- Death certificates (bereavement)

Full guidance on what constitutes acceptable evidence is available in the [LCCA Absences and Mitigating Circumstances Evidence Guidance](#)

Section 5: Preferred Outcome

Please indicate what outcome you are seeking from this appeal:

	Reinstatement to my course with immediate effect
	Reinstatement to my course from the start of the next academic term/year
	Interruption of studies with a confirmed return date
	Other – please specify:

Please note that if your appeal is upheld, this does not guarantee reinstatement. A further meeting may be arranged to determine whether reinstatement is appropriate in the circumstances.

Section 6: Support and Representation

Have you sought advice from any of the following?

	Disability & Wellbeing Team
	Course Director / Course Team
	Student Success Tutor
	Student Course Representative
	Other (please specify):
	I have not sought advice

Do you wish to nominate a representative to act on your behalf?

	No
	Yes – I authorise the following person to act as my representative:
Representative Name	
Relationship / Role	
Email Address	

By nominating a representative, you consent to LCCA communicating with this person about your appeal. LCCA will not communicate with any third party (including parents, partners, or legal representatives) without your written consent.

Section 7: Disability or Specific Learning Difficulty

Do you have a disability or specific learning difficulty that may require reasonable adjustments to be made during the appeal process?

	No
	Yes – please provide details below:

If you have difficulty completing this form or require it in an alternative format, please get in touch with the Student Support Team.

Section 8: Declaration and Consent

By signing this form, I confirm that:

- The information I have provided in this form is true and accurate to the best of my knowledge.
- I have read and understood the Student Withdrawal Policy & Procedure, including the grounds for appeal and the appeal process.
- I understand that providing false or misleading information, or submitting fraudulent evidence, may result in disciplinary action.
- I consent to the processing of my personal data for the purposes of administering this appeal, in accordance with LCCA's Privacy Notice. Any special category data will only be processed to the extent necessary to properly consider my appeal.
- I understand that as I am withdrawn from study, I am not permitted to attend classes, submit assessments, or access LCCA facilities whilst my appeal is under consideration, unless otherwise notified.

Student Signature		Date	
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An electronic signature (typed name) or email submission from your registered student email address (where possible) is accepted in lieu of a handwritten signature.

Section 9: How to Submit

Submit your completed form and all supporting evidence to:

Email: admin@lcca.ac.uk

Subject line: Engagement & Attendance Withdrawal Appeal – [Your Student ID]

- **Deadline:** Within 10 working days of the date of your withdrawal notification email.
- You will receive written acknowledgement of receipt within 5 working days.
- Please ensure you retain a copy of your completed form and all evidence for your own records.

What Happens Next

- Your appeal will be reviewed by a Withdrawal Appeals Panel. The Panel will consider your statement and evidence and may request a report from the relevant Course Director or Course Team.
- You should normally receive a written outcome within 20 working days of LCCA receiving your completed appeal form and supporting evidence. The outcome will explain the decision and the reasons for it.
- You may be invited to attend an appeal hearing, which may be conducted in person or online. You may be accompanied by a friend, family member, or a Student Course Representative. If you are unable to attend, you may submit your case in writing.
- If your appeal is upheld, a further meeting may be arranged to determine the appropriate next steps, which may include reinstatement subject to conditions. If your appeal is not upheld, the original withdrawal decision will stand.
- At the conclusion of the appeal process, you will be issued with a Completion of Procedures (CoP) letter by email. This confirms that LCCA's internal procedures have been completed.

External Review – Office of the Independent Adjudicator (OIA)

If you remain dissatisfied following the conclusion of LCCA's internal procedures, you may be able to apply for an independent review by the Office of the Independent Adjudicator for Higher Education (OIA), provided your complaint is eligible under its Rules.

You must submit your OIA Complaint Form within 12 months of the date of the Completion of Procedures letter. Further information is available at: www.oiahe.org.uk

FOR OFFICE USE ONLY	
Date received	
Received within deadline?	
Late submission accepted?	
Acknowledgement sent (date)	
Assigned to	
Outcome	
Outcome letter sent (date)	
CoP letter issued (date)	