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|  **PGR Interruption and Extension Appeal Form** |  |

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| General Information |
| Surname/Family Name |       |
| First Name(s) |       |
| Student ID Number |       |
| School | Select your School |
| Course | Select your degree |
| Have you sought advice from the Students’ Union Advice Centre when completing this form?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |

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| Grounds for Appeal  |
| For your appeal to be considered, you must select one or more of the following grounds and provide independent evidence to support your claim(s): |
| [ ]  | There was an irregularity in the way your original request for an interruption or extension was handled that materially affected the outcome |
| [ ]  | You have submitted new evidence that – for good reason – could not have been provided for your original claim and it would have materially affected the outcome |

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| Date  |
| On what date did you receive the original decision? Select date  |
| If your appeal is being submitted after the deadline (10 working days from the date you received the outcome that you are appealing), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late. |

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| Details |
| Please give full details of your case, in chronological order, in the box below. Please include details of all the issues that occurred, when and how they impacted on you and why you were unable to present this information with your original claim. The boxes will expand as you type. |
| Date(s) | Details |
|       |       |

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| Evidence |
| Please list below all of the documents that you are submitting in support of your appeal. Please submit this evidence as a separate document/s to the appeal form.  |
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| Declaration |
| Please ensure that you have completed all relevant sections of this form.Failure to complete this form correctly and submit evidence promptly may delay the processing of your appeal and could mean that it is rejected  |
| Signed: |       | Date: | Select date  |

Please note that we are able to accept electronic signatures, you are not required to print, sign and scan your appeal form.

Please submit your completed form by email, with your evidence attached, to PGRInterruptions@hud.ac.uk.