



### **Example of typical statement structure**

- 1) Thank the appeal reviewer for opportunity to present your appeal and statement
  
- 2) Confirm which decision you are appealing against
  
- 3) Confirm which grounds you are appealing under
  
- 4) Explain in short paragraph/s what is the reason for your appeal. Use headings if easier.
  
- 5) Explain what is your desired outcome (what do you want the University to do?)
  
- 6) Write if there are any lessons you have learnt from this or things you would do differently if you had a chance. Any steps you have taken already to mitigate the problem or show that you have learnt from this.
  
- 7) Thank the reviewer again for their time