**UKFP 2024 National Appeal Process**

**Appeal Form: Inter-Foundation School Transfer (IFST) Applications**

You should complete this form if you wish to submit an appeal against the outcome of your inter-foundation school transfer (IFST) application. **Please refer to the** [**National Appeal Process guide**](https://foundationprogramme.nhs.uk/resources/appeals/) **before completing this form.**

Complete this form and return it to [helpdesk@foundationprogramme.nhs.uk](mailto:helpdesk@foundationprogramme.nhs.uk) within the submission window. The appeal deadline and submission window are published on the [appeals page of the UKFPO website](https://foundationprogramme.nhs.uk/resources/appeals/). If you submit this form before the appeal submission window is open, it will not be considered by the appeal panel. You will be asked to submit it again once the appeal submission window is open.

Questions marked with a red asterisk (\*) are mandatory and **must** be completed.

**Applicant details**

|  |  |
| --- | --- |
| **\* Last name** | **\* First name(s)** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **\* Email address**  Associated with your Oriel account | **\* Oriel PIN** |
| Click or tap here to enter text. | Click or tap here to enter text. |

**Reason for appeal**

|  |  |
| --- | --- |
| **\* Reason for appeal**  Select all that apply | **Select option(s)** |
| The process was not applied with appropriate diligence or due care |  |
| Decisions regarding my application were made in a prejudicial way |  |
| A service interruption through the UKFPO’s application website (Oriel) disadvantaged me |  |
| **Supporting information: provide brief and clear comments about your appeal that may assist the panel** | |
| Maximum 500 words. To ensure a fair and efficient process, the appeal panel will only consider the first 500 words included in this section. | |
|  | |

**Declaration**

**I confirm that:**

* I have read and understood the appeals guidance/process
* The information provided in this application is correct and truthful
* I have clearly stated my grounds for appeal, which I wish the appeals panel to consider
* I give my permission for information in this application to be used in anonymised form for review and evaluation of the process

**I understand that:**

* If my appeal form is incomplete, my appeal will not be considered by the panel
* I am not able to provide evidence or information that was omitted during the original application window. If my application for inter-foundation school transfer (IFST) was rejected because I did not submit all of the required evidence/information, and/or my inter-foundation school transfer (IFST) application was incomplete, I do not have the grounds to appeal this outcome and my appeal will not be considered by the panel

**Submission of appeal:**

* I hereby formally submit my appeal against the UKFPO decision regarding the inter-foundation school transfer (IFST) application process

|  |  |
| --- | --- |
| **\* Signed**  Typed, electronic and inked signatures are acceptable | **\* Date** |
| Click or tap here to enter text. | Click or tap to enter a date. |