



## APPEALS PROCEDURE – AUDITIONS

1. An appeal will only be accepted on procedural grounds, not on the selection judgement of the assessment/selection panel. That is, an appeal will be accepted if the appellant considers that procedures were not properly followed, and therefore the applicant was treated less favourably than other applicants.
2. The appeal should be made by the applicant, not by a third party.
3. In the first instance the appeal should be addressed to the Director of the School of Acting/Musical Theatre. If the posts of Principal and Director of the School are held by the same person, the appeal should be addressed to the Head of Acting or other appropriate Head of Department.
4. The appeal should contain an outline of the alleged procedural inadequacies, and appropriate evidence.
5. The appeal must be received within two weeks of the audition date.
6. Receipt of the appeal will be acknowledged and a response made to within two weeks of its receipt.
7. The facts as outlined in the appeal will be investigated by the Director of the School (or Head of Department, as above), and will inform his/her written response.
8. If the appellant is dissatisfied with the response then he/she may then appeal to the Principal of the Arts Educational Schools London.
9. The Principal must receive this appeal within ten days of the appellant receiving the Director's decision. The Principal will respond to the Appeal within ten days of receiving it.
10. The Principal, in considering the appeal, will call for all the relevant information, and will consider the appellant's case within the context of that information. He/she will respond in writing giving the reasons for his/her decision.
11. The decision of the Principal is final.