

Exceptional Circumstances

If you have withdrawn from a course due to exceptional circumstances, you can make a request for the fees to be waived. This is considered on a case-by-case basis and applications need to be made alongside as much supporting evidence as you may have. Submissions to the Appeals Panel can only be made once and will not be accepted after any legal proceedings have commenced.

Contact details

Student Number: Title:

First name:

Surname:

Postal address:

Email address:

Mobile number:

Telephone (home):

Fee Details

Course name: Course date:

Invoice number:

Amount outstanding:

Appeal

What are the grounds for your appeal?

Please provide a summary of your appeal.

Appeals can only be submitted to the appeals panel once, so please attach any supporting documentation you wish to have considered to support your complaint.

Once completed, please submit this form, along with any supporting documentation to:

salesledger@petroc.ac.uk

To be completed by office:

Course name:

Course date: Withdrawal date:

Course fee: Amount outstanding:

Invoice number:

Additional Information

Decision Made

Date of panel meeting:

Attendees: