

### SAF Appeals Process

- Unsuccessful Applicants or those successful applicants who are unhappy with the amount awarded may appeal the decision of the Student Assistance Committee.
  
- All appeals must be submitted in writing to Student Assistance Fund APPEALS, 1<sup>st</sup> Floor, 1-2 Brighton Villas, Western Road, UCC or by email to [appealsstudentassistancefund@ucc.ie](mailto:appealsstudentassistancefund@ucc.ie).
  
- All appeals must be submitted within **30 days** upon receipt of a letter of confirmation of award or letter of non-eligibility.
  
- Further documentation may be required by the Committee.
  
- The Committee will meet to discuss appeals when this date has passed and will make a decision on all the information to hand at that time.
  
- The appeal decision will be made by 2 members of the Committee who will not have been responsible for the original award decision.
  
- Applicants should be advised that the amount awarded may be reduced or reversed also.
  
- The Committee's appeal decision will be final.

Prepared by:

Issued by:

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