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**Language Assistants Programme- Appeals Form**

Please note that this form is for use by either:

1. **English Language Assistants** programme applicants or participants – the person applying to the British Council to become an English Language Assistant abroad or the person currently on an English Language Assistant placement abroad.

Appeals may be considered where, for example, your application is unsuccessful. Appeals in this case must specify either an **administrative error** on our part or where **published procedures** have not been adhered to as detailed in our [How to Apply](https://www.britishcouncil.org/study-work-abroad/outside-uk/english-language-assistants/apply) pages. We will not consider any additional information of which we were previously unaware.

1. **Modern Language Assistants** programme applicants or participants – the person or organisation submitting an application form to the British Council to employ a Modern Language Assistant in a UK school or the UK school which is currently employing a Modern Language Assistant.

Appeals in this case must specify either an **administrative error** on our part or where **published procedures** have not been adhered to as detailed in our [How to Apply](https://www.britishcouncil.org/school-resources/employ-language-assistant/complete-application) pages. We will not consider any additional information of which we were previously unaware.

Please note that the British Council cannot accept appeals for decisions made by external organisations or the partner organisations with whom we collaborate.

If you require further clarification on an application outcome or assessment feedback, then this form is not appropriate. Instead, please email the Language Assistants Team with your query on [LanguageAssistants.UK@britishcouncil.org](mailto:LanguageAssistants.UK@britishcouncil.org) and our team will be happy to help.

**Appeals that document non-specific evidence or that note only dissatisfaction with the outcome of a decision will not be considered. In some cases, these may be viewed as complaints and you might be asked to complete a Complaints Form which will then be processed accordingly.**

# **Programme Details**

|  |  |
| --- | --- |
| **Language Assistants programme**  (please delete as appropriate) | English Language Assistants programme  Modern Language Assistants programme |
| **Application Unique Reference Number** (if known)  (ELA-2025… / MLA-P-2025…) |  |
| **Organisation/institution name**  (if applicable) |  |

# **Contact Details**

We will only use the details you enter here to contact you with information regarding your appeal.

|  |  |
| --- | --- |
| **Appeal contact**  (please delete as appropriate) | Programme Applicant  Programme Participant  Hosting institution |
| **Forename(s)** |  |
| **Family name** |  |
| **Email address** |  |
| **Telephone number** |  |

# **Appeal Details**

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| --- | --- |
| **Nature of the Appeal** Depending on the type of appeal please specify here either:  1. The exact procedure not followed; or  2. The administrative error made; or  3. The section / condition / clause of the Terms and Conditions which has not been adhered to |  |
| **Date of appeal submission** |  |

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| **Please provide further details of your appeal and the outcome you are seeking.**  Please note that if your appeal exceeds 2 sides of A4 you will be asked to reduce the word count and resubmit the form. |
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**Please email the completed form to the British Council Language Assistants team on** [LanguageAssistants.UK@britishcouncil.org](mailto:LanguageAssistants.UK@britishcouncil.org).