

Appeals Procedure for Learner Support Fund Applications



For all WEA learners

If you feel that your application for Learner Support Fund has been unfairly refused, you should first make an Informal Appeal. Contact the person dealing with Learner Support in your Regional Office to check whether all the facts in your application are correct and complete. He or she will be able to explain to you how they arrived at their decision, and help you find other sources of support. The WEA's regional offices are listed on:

<http://www.wea.org.uk/Contact/>

If you are still not satisfied, you can make a Formal Appeal by writing to the Education Strategy Manager responsible for Learner Support at:

Workers' Educational Association
57 Riverside 2
Sir Thomas Longley Road
Rochester
Kent, ME2 4DP

He or she will then review the case and make a decision. You will receive a written reply. A copy will be kept on file and a copy will be sent to your Regional Office.

If you are still not satisfied you can complain further by writing to the WEA General Secretary at:

Workers' Educational Association
Quick House
65 Clifton Street
London
EC2A 4JE