Name

Date

**Re: Academic Returner Application**

Dear Name

Further to your recent application via the Application Returners Policy, I am writing to confirm the outcome of your application.

**Application Approved:**

I am pleased to confirm that this application has been approved and you will be granted the funding requested in line with your application request.

[*Please then insert the relevant information as to what the applicant needs to do next to obtain the necessary funding*]

As a condition of the funding, you are required to complete an initial [Academic Returner 3 month evaluation form](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_eOKwCle1iJ5q1L0) outlining the benefits of the policy within 3 months of receipt of the funding. Please therefore ensure that this is completed this within this timeframe.

Congratulations on the approval of your application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Not Approved**

I have given full consideration to your request however I regret to inform you that your application on this occasion has not been successful:

*[Please insert an explanation for the refusal)*

As per the Academic Returners Policy you have the right to appeal against this decision within 10 working days of the receipt of this letter. The grounds for the appeal should be put in writing to the appropriate Faculty Head of People and OD.

I appreciate that this decision will be a disappointment to you however I hope you can understand and accept the reasons for the refusal.

Yours sincerely

*Head of Department/Head of School Operations*