



## How to lodge an appeal to TSM ?

You have applied at Toulouse School of Management (TSM) and you have received an unfavourable decision.

As indicated in the e-mail you received, you have the possibility of lodging an appeal.

However, it is not possible to appeal against a waiting list decision. You must wait until the end of the procedure and receive a final decision (favourable or unfavourable).

As a reminder, your initial application has already been examined by a competent pedagogical committee. To request a re-examination of your application file, you must therefore present solid and relevant arguments justifying your request. It will not be possible to attach additional documents to your appeal.

An appeal is only valid for a given course. If you wish to appeal against several unfavourable decisions, you must send us an appeal for each of the courses.

Your appeal must contain the following informations :

- SURNAME, First name
- Postal address
- E-mail
- Candidate number
- Exact title of the course
- Reasons why you are contesting the decision made by the pedagogical commission

Finally, please send us your appeal to the following e-mail address, indicating the exact title of the course in the subject line (for example, Subject : BSc 3 in Global Management appeal) [appeal@tsm-education.fr](mailto:appeal@tsm-education.fr)

*PS : The Administration has 2 months to respond to your appeal from the date of receipt.*

### **Toulouse School of Management**

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