

**Advice Note for completing the Principal & Deputy Principal appeal process**

**Instructions**

* Submission of appeal plus supporting documentation shall only be made by electronic means (via email) using the appeal form (Appendix A).
* The appeal shall comprise a statement of the grounds under which the appeal is sought and a rationale for each of the grounds stated. In circumstances where an appeal is lodged without a statement of the ground/s and supporting rationale under which the appeal is sought, the Adjudicator will not consider the appeal further.
* The appeal should **not exceed 1,000 words** and should reference items in the supporting documentation, if any. Extraneous material not related to the ground/s of appeal will be inadmissible.
* A fee of €100 per appeal will apply. This is refundable where the appeal is successful. Please lodge appeal fee to the bank account below.

Bank Name: Allied Irish Bank

Account Name: Laois and Offaly ETB General A/C

IBAN: IE05AIBK93327911558067

BIC: AIBKIE2D

Transaction Identifier: Enter Reference No on application form

* Download the form to your own PC and complete

**Email appeal form and accompanying documentation to pdpappeals@loetb.ie**