This application must be submitted within *10 working days* of the outcome of the Enquiry.

# Section A – About the Appeal

|  |  |
| --- | --- |
| **Reference number from the Enquiry** |  |
| **Date of Enquiry outcome** |  |
| **Provider name** |  |

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| --- |
| **Please clearly detail the specific reason for your appeal** |
|  |

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| --- |
| **Please use this space for any supporting information** |
|  |

# Section B – Declaration

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| --- | --- | --- | --- |
|  |  | | **Please tick** |
| I understand that the provider/employer submitting the appeal will be invoiced on receipt of this application. | | |  |
| I understand that the final grade awarded to the learner following this Appeal may be lower than, higher than, or the same as the grade originally awarded. | | |  |
| I understand that if the appeal finds that appropriate processes, procedures or policy were not followed, the fee will be refunded. | | |  |
| I am authorised to submit this Appeal. | | |  |
|  | |  | **PO Number** |
| Please add Purchase Order Number if your organisation uses them. | | |  |

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| All information provided on this form will be held securely on our database and only used for the purposes provided. Full details on how we use and protect your data are available in our [Privacy Notice.](http://openawards.org.uk/privacy-policy/)  Open Awards tries to meet the highest standards when collecting and using personal information. Customers are encouraged to email [info@openawards.org.uk](mailto:info@openawards.org.uk) if you believe any data to be incorrect, unfair, misleading or inappropriate. |