This application must be submitted within *10 working days* of notification of the decision.

# Section A – About the Appeal

**Type of decision you would like to appeal**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider/ qualification approval** |  | **Provider/ qualification risk status** |  |
| **External quality assurance of internal assessment decisions** |  | **Reasonable adjustments / special consideration** |  |
| **Malpractice** |  | **Access to HE Diploma results** |  |

|  |  |
| --- | --- |
| **Reference number (if applicable)** |  |
| **Date of notification of the decision** |  |
| **Provider name** |  |

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

|  |
| --- |
| **Please use this space for any supporting information**  (Additional documents can be provided) |
|  |

# Section B – Declaration

|  |  |  |
| --- | --- | --- |
|  |  | **Please tick** |
| I understand that the provider will be invoiced on receipt of this application. | |  |
| I understand that if the enquiry finds that appropriate processes, procedures or policy were not followed, the fee will be refunded. | |  |
| I am authorised by the provider to submit this appeal. | |  |
| Please add Purchase Order Number if your organisation uses them. | | **PO Number** |
|  |

|  |  |
| --- | --- |
| **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. |