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

# Section A – About the provider

|  |  |
| --- | --- |
| **Provider name** |  |
| **Provider number** |  |
| **Date of Open Awards review** |  |
| **Date of assessment (where applicable)** |  |
| **Date Open Awards notified the provider of the decision** |  |

# Section B – Scope of the Enquiry

|  |
| --- |
| **Please list the qualifications affected where you disagree with the status** |
|  |

|  |
| --- |
| **Reasons for the Enquiry**  Your explanation must include:   * clear statements identifying the specific reasons for the Enquiry * a clear and full account of your reasons for disagreeing with the decision(s) made. |
|  |

# Section E – 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 Enquiry. | |  |
| 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. |