

# Application for an Enquiry: Qualification Approval Risk Status



This is to be submitted to City & Guilds **within 20 working days** of the date on which you were notified of the decision.

Centre name	
Centre number	
Centre Activity Report Transaction number	
Date of the Quality Assurance Activity (eg date of visit)	
Date on which you were notified of the decision by City & Guilds	

## Qualifications involved

Please only include qualifications where you disagree with the status given

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- City & Guilds will invoice your centre on receipt of this application.
- If the appeal finds that appropriate processes, procedures or policy were not followed, the fee will be refunded.
- See *City & Guilds Enquiries and Appeals – the process and how to apply* for current fees.

## Declaration

I agree to pay the invoice on behalf of the centre.

Name	
Position	
Date	
Telephone number	
Email address	

### **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