# Application for an Appeal

This is to be submitted to City & Guilds **within 20 working days** of notification of the decision.

Type of decision you would like to appeal

|  |  |  |  |
| --- | --- | --- | --- |
| centre approval |  | qualification (approval risk) status |  |
| qualification approval |  | access arrangements / special consideration |  |
| malpractice |  | moderation |  |

|  |  |
| --- | --- |
| Reference number from City & Guilds  (if applicable) |  |
| Date you were notified of the decision by City & Guilds (*dd/mm/yy*) |  |
| Centre name |  |
| Centre number |  |

* 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 appeal**

Please give clear reasons why you consider City & Guilds did not follow the due process. Your explanation must include:

* Clear statements identifying the specific decisions that you wish to appeal against
* A clear and full account of your reasons for disagreeing with each of the above decisions

You may attach additional documents to support you application

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