

Stage 2: Appeal (Individual) form

Please read the Enquiries and Appeals webpages before completing. All sections are mandatory.

This form should be completed if you are unsatisfied with the outcome of your Stage 1: Enquiry or the Malpractice Review Panel (MRP).

Please note that personal data from Sections 1, 2 and 3 will be sent to the Appeals Panel for the review of your appeal.

Section 1 – To be completed by the person making the appeal

Name		
Address		
Phone number		
Email address		
Organisation*		
Type of Appeal	Stage 1: Enquiry outcome <input type="checkbox"/>	MRP decision <input type="checkbox"/>

**If submitting on behalf of your student / employee, state the name of the Training Provider or business where you work.*

Section 2 – Details of the individual for whom appeal is being made

Name of student / apprentice (if different from above)	
AAT ID (if known)	
Name of Training Provider or Assessment Venue (if different to organisation stated above)	
Date of Stage 1: Enquiry or MRP outcome notification	

Section 3 – Payment

Please note payment is only accepted via bank card or bank transfer. An invoice will be raised on your account, your review will then be carried out once payment has been received and confirmed.

Details of how to make payment will be provided via the acknowledgement email from the Partner Support team, once your form has been submitted.

Section 4 – Supporting statement

In the space below, please state why you are appealing the outcome of the Stage 1: Enquiry or MRP decision and provide any additional supporting evidence that you would like the Appeals Panel to consider.

Continue on a separate sheet or provide additional information within the email if necessary.

Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals information for a Stage 2: Appeal.

I understand that AAT will invoice me for the required fee and that this must be paid before my application can be processed.

I understand that I am solely responsible for any expenses or loss of income that I may incur before or after receiving the outcome of my appeal.

Signed:	Date:
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Please submit completed forms to the Partner Support team via assessment.support@aat.org.uk.

For any queries before or after submission, please contact our Customer and Partner Support teams on +44 (0)20 3735 2468 (lines are open Monday to Friday 09.00–17.00 (UK time) or via the above email.