

## Form EA2A – Stage 2: Individual Appeal (for Stage 1 or MRP decisions)

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

**Please note that personal data from Section 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.

<b>Name</b>		
<b>Address</b>		
<b>Phone number</b>		
<b>Email address</b>		
<b>Organisation*</b>		
<b>Type of Appeal**</b>	<input type="checkbox"/> Stage 1 outcome	<input type="checkbox"/> MRP decision
<b>Reference number</b> (From Stage 1 or MRP outcome notification)		

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

\*\* Please refer to the Enquiries & Appeals procedure for details of the scope and cost of each type of Stage 2 appeal

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

If you have provided a reference number in Section 1, you do not need to complete Section 2

<b>Name</b> (if different to above)	
<b>AAT ID</b> (if known)	
<b>Name of Training Provider or Assessment Venue</b> (if different to organisation stated above)	
<b>Date of Stage 1 or MRP outcome notification</b>	

### Section 3 – Payment

Please note payment is only accepted via Bank card or BACS. 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 email from the Assessment Operations team.

### Section 4 – Supporting statement.

In the space below please state why you are appealing the outcome of the Stage 1 review or MRP decision and provide any additional supporting evidence that you would like to be considered.

*Continue on separate sheet if necessary.*

### Section 5 – Consent

I confirm that I have read and understood the Enquiries and Appeals procedure 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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Contact:        Assessments Operations team  
                     Email: [assessment.operations@aat.org.uk](mailto:assessment.operations@aat.org.uk)

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#### For internal AAT use only

Reference:		Review complete:	
Application received:		Outcome to applicant:	
Clerical checks:		Date Enquiry Completed:	