

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

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

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

Section 3 – 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.

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Continue on separate sheet if necessary

Section 4 – 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: |
|---------|-------|

Return to: Assessments Operations team
AAT, 140 Aldersgate Street
London, EC1A 4HY
Telephone: +44 (0)20 7397 3000
Fax: +44 (0)20 7397 3009
Email: assessment.operations@aat.org.uk

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