



## Qualifications Formal Appeals: Application Form for Candidates

You are advised to read the Qualifications Formal Appeals Policy before deciding to proceed with an appeal. Please submit all requests by email to [appeals@cii.co.uk](mailto:appeals@cii.co.uk).

<b>Personal Details</b>	
Forename:	
Surname:	
PIN:	
Address:	
Telephone Number:	
Email address:	
<b>Details of the Qualifications Appeal</b>	
Type of appeal (please tick as applicable):	Assessment results (all assessment formats) Recognition of Prior Learning or PFS Fellowship Recognition application Special Consideration application Reasonable Adjustment application
Qualification Unit (where applicable):	
Date of Assessment (where applicable):	
Result of Assessment (where applicable):	



Qualification submitted for Recognition of Prior Learning (where applicable)	
Grounds of the appeal from the list set out in the Qualifications Formal Appeals Policy	
Summary of Appeal:	
Reasons why you believe the grounds of appeal apply:	



<p>Desired outcome:</p>	
<p>Date that you were notified of that all other routes of enquiry were exhausted (eligibility to appeal), including the name and title of the CII staff member who has confirmed this:</p>	
<p>List of evidence you have included to substantiate your claim:</p>	



Chartered  
Insurance  
Institute

I agree that if it is found that eligibility for appeal is confirmed, I will be contacted by the Customer Service Team to process the Appeal fee of £122.00 (refundable in the event of an appeal being upheld).

**Declaration**

It is my intention to make an appeal. The details I have provided are true and complete and I would be prepared to answer further questions in relation to any claims I have made. I consent to details in respect of my appeal being disclosed to necessary third parties.

Signed: .....

Dated: .....

Email address for correspondence:

[appeals@cii.co.uk](mailto:appeals@cii.co.uk)