

APPEALS POLICY AND PROCEDURE

If you wish to raise any concerns over your course of study including marking of any internal assessment you should follow our simple appeals procedure as follows.

In the first instance you should raise your concern with your subject tutor and, if necessary, then with the Course Manager. If you are still unable to resolve the issue, then you should take it up with the Managing Director whose decision will be final.

In the case of an AAT exam result then the AAT appeals procedure should be followed. This is available on their website at www.aat.org.uk.