|  |  |
| --- | --- |
| Registered Address:  11 Hurlingham Business Park  Sulivan Road  Fulham  London  SW6 3DU  E-mail: [info@londonfa.com](mailto:info@londonfa.com);  website: [www.londonfa.com](http://www.londonfa.com);  Tel: 0207 610 8360 |  |

# Appeals Procedure

# An appeal can only be made after an assessment has taken place and the learner is not satisfied with the outcome.

The appeal should be referred in writing to the London FA’s Chief Executive within ten days of it arising who will investigate the appeal.

The appeal will be acknowledged within 72 hours of its receipt and within ten days of us receiving the written appeal we will advise the learner of the outcome. Should you be dissatisfied with the outcome of the original appeal, you have the right to appeal directly in writing to 1st4Sport Qualifications at the following address with the appropriate administration fee.

The Manager, 1st4Sport Qualifications

Chelsea Close off Amberley Rd Armley,

Leeds LS12 4HP

# Reviewed: August 2018