

## QA 6.18e Cork ETB QQI External Appeal Process Sample Letters from College/Centre to Learner



The college/centre should ensure that they directly communicate with the learner on the outcome of an appeal and are welcome to use the following sample letters:

### (a) Sample Successful Letter from College/Centre to Learner

Date, Learner Name, Address

**Re: QQI EXTERNAL APPEAL/S INSERT MONTH AND YEAR**

Dear Learner

Your appeal in respect of «Component Code» has been successful and a grade of «Amended Grade» has been awarded.

Your statement of results has been amended and QQI will issue you with a new Certificate. Your appeal fee of €40.00 will be reimbursed in due course.

Yours sincerely,

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Principal /Centre Coordinator

### (b) Sample Letter from Centre to Learner in respect of an Unsuccessful Appeal

Date, Learner Name, Address

**Re: QQI EXTERNAL APPEAL/S INSERT MONTH and YEAR**

Dear Learner

I am writing to you in regard to an appeal submitted for «Component Code»

This appeal has been unsuccessful and there is no change in grade. Your certificate has been issued with **(Insert Month and Year Assessment)** Certificates.

Yours sincerely

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Principal/Centre Coordinator