

Guidelines for Resubmission, Reapplication and Appeal

It is the task of the Assessors Panel to ensure that applicants for COSRT Accreditation meet the published criteria and great care is taken over the assessment.

The Assessors are aware of the considerable amount of time, energy and feelings invested by many applicants in the process of applying, and they make every effort to do each application justice and to treat it with respect. The reasons for non- accreditation will be set out clearly in the Appeals Panel's final letter.

Nevertheless, it is important that under certain circumstances an application can be looked at again, and to this end the following procedures are available.

1. Resubmission. When the applicant has omitted or submitted an incomplete piece of vital information, then the applicant will be invited to resubmit the application including the missing details. Resubmission has to take place within six months and there is a resubmission fee of £30.
2. Reapplication. Where the applicants have not satisfied the criteria they may reapply 12 months from the notification and when the criteria have been met. This is a totally new application and a full application fee of £100 is required.
3. Appeal. Applicants may appeal if they feel they have grounds to believe that the assessment process was not carried out fairly and properly in accordance with the published criteria. The grounds for appeal should be clearly and specifically stated. The application will be read, unchanged, by the Appeals Panel but, in addition, applicants may submit up to a maximum of two sides (A4) of comments or information, which is pertinent to the reasons for rejection, as stated in the rejection letter.

Letters and/or information from third parties are not admissible in support of the appeal.

Appeals have to be made within three months of notification and there is an appeals fee of £30.

4. The Appeals Panel.

- a) The Appeals Panel will be convened by the College.
- b) If the Appeals Panel judges the appeal to be well founded it shall take such steps as it considers necessary, in its absolute discretion, to consider the appeal and reverse or uphold the original decision.
- c) The reasons for reversing or upholding the decision not to accredit will be set out in the final letter from the Appeals Panel.
- d) The Appeals Panel does not enter into correspondence about applications.
- e) The decision of the Appeals Panel, after due consideration of the Appeal, is final.

2002