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| **Centre Name:** |  |
| **Requested by:***(must be a Senior Manager/named Quality Contact – requests from Tutors/Assessors/IVs will not be considered)* | (name) | (position) |

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| --- | --- |
| **Learner Name:** |  |
| **Unique Learner Number:** |  |
| **Diploma title:** |  |
| **RAC Run ID:** |  |

**Please Tick to confirm the Request you are making:**

[ ]  Change to RACs post Awards Board

[ ]  Amendments after certification

**Reason for amendment:**

|  |
| --- |
| **(If already issued, the original certificate(s) must be returned to AIM Awards before replacements can be dispatched).** |

**What internal investigations have taken place to establish why the situation occurred** (please summarise – attach supporting evidence as required)**:**

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|  |

**Evidence attached:**

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|  |

You should complete and submit this form for each learner with supporting evidence to your allocated **Customer Support Officer**.

We will consider your application and give you a decision **within 14 days**. We will inform you if we will be unable to reach a decision in this timescale.

**There will be a charge of £25 per learner for amendments following the Awards Board.**

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| --- |
| **Payment details - please tick (✓) your preferred method of payment** |
| **BACS payment** 🞏 | BACS to: account number **54519160**; sort code: **30-92-59 Lloyds TSB**. |
| **Invoice** 🞏 | Please provide AIM Awards Centre number: …………………………………………………..Purchase order reference: ....................................................................................... |
| **Cheque or postal order** 🞏 | Please find enclosed a cheque or postal order for the sum of **(Cheque or postal order should be made payable to AIM Awards)** |

**Declaration (to be completed by the Senior Manager/Quality Contact):**

I confirm that the information provided above is accurate.

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  | **Phone Number:** |  |

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| **For AIM Awards use only** |  |
| £25 received | Initials Cheque/ BACs/ PO | Date |
| Passed to Finance | Initials | Date |
| Amendment agreed (Yes/No) | Initials | Date |
| Certificate issued | Initials | Date |
| Certificate posted  | Initials | Date |
| Entered on QUARTZ | Initials | Date |
| Run ID |  |  |