

Enquiry Form

1. Introduction

This is the first stage of the enquiries procedure and should only be used if you have an enquiry about an assessment/exam decision or other decision made by VetSkill.

Before completing this form please ensure that you have read the VetSkill Assessment Enquiry and Appeals policy and referred to VetSkill's fee structure which are available on our website (www.vetskill.com).

In order for VetSkill to review your enquiry in full please provide as much information and detail as possible.

2. Your details

VetSkill registration number:			
Title:		Forename(s):	
Surname:		Date of birth:	
Home address			
Postcode:			
Email Address			
Daytime phone no:			
Mobile phone no:			

3. Centre details

Centre Name:	
Centre No:	
Centre Contact Name:	
Centre Contact Job Title:	
Contact's Telephone No:	
Contact's Email Address:	

4. Qualification details

Qualification Title and Level:	
Units achieved:	

5. Enquiry information

Enquiry

Please provide the details of your enquiry and explain as fully as possible.

Enquiry proposed resolution

Please provide the details of what you believe would be a successful outcome to your enquiry and explain as fully as possible.

6. Payment details

There is a fee payable when raising an enquiry, the fee payable is exempt from VAT. Please allow up to 14 days for processing.

Please tick the correct box to ensure the correct payment is processed.

		Please tick
Enquiry	I wish to raise an Enquiry with VetSkill and enclose a cheque for the relevant fee	
	I authorise VetSkill to take the enquiry fee payable using the payment details provided below	

6.1 Cheque payment

Cheques must be made payable to Vet Skill Ltd and show the correct fee payable.

6.2 Credit/ Debit card payment

When paying by Debit/ Credit card you need to provide the following information:

Name on card:			
House no:		Postcode:	
Card no:			
Start date:		Expiry date:	
Issue no:		*CCV code:	

**Last 3 digits on the signature strip*

7. Declaration

VetSkill will process this data in accordance with the General Data Protection Regulations.

I confirm that by completing and submitting this form to VetSkill, I give my consent to the processing and storage of this data. I enclose a cheque made payable to Vet Skill Ltd or I have provided my payment details above for the full fee for enquiry.

The information I have supplied is accurate and to the best of my knowledge and understanding is correct.

Signed:	
Full Name:	
Job Title:	
Date:	

Please send the completed form with the correct fee to:

Vet Skill Ltd
Headland House
Chord Business Park
London Road
Godmanchester
Cambridgeshire
PE29 2BQ

Registered number 03127119

Please email the completed form and payment details to: info@vetskill.com