



REGISTRATION APPEALS POLICY

1. INTRODUCTION

If your registration or renewal application was refused, and you wish to appeal against the decision you must follow the procedure outlined herein.

2. GROUNDS FOR APPEAL

If an application is refused, one of our administration team will contact you via email to inform you of the outcome with reasons for refusal. Appeals made simply because you are unhappy with the decision is not sufficient grounds for appeal. The following are considered valid grounds for appeal and where there is evidence to support it:

- a) The IFA has not applied its rules consistently, properly or fairly.
- b) You believe information submitted at the time has been misunderstood or not properly considered and evidence can be provided.
- c) Further information has come to light after the decision was made which may have a bearing on the outcome.

Please note the onus is on the applicant to demonstrate why they believe that one of the above grounds for appeal applies.

3. APPEAL PROCEDURE

To raise an appeal, you must complete the [Appeals Application Form](#) and send to office@ifaroma.org headed 'Appeal against an IFA registration decision'.

The Registrar will acknowledge receipt of having received an appeal application.

4. APPEAL PROCESS

- a) When an appeal is received, the Registrar will consider whether the grounds for the appeal are valid and any additional information provided to rescind refusal. Legal advice will be taken where necessary.
- b) If the grounds for appeal are deemed valid the appellant will be informed within five (5) days of receipt of the appeal.
- c) If the registration refusal is not rescinded, an Appeals Panel will determine the appeal.

5. APPEALS PANEL

The Appeals panel will comprise of three (3) members of the Professional Standards & Registration Committee.

6. OUTCOME

- a) The Appeals Panel will consider the appeal and communicate its decision within thirty (30) days.
- b) Please note this time is necessary to make the appropriate arrangements and for the relevant persons to meet, discuss and review the paperwork. The appellant is reminded not to contact the IFA within this time frame. If for any reason this time scale cannot be achieved the appellant will be informed of the revised anticipated timescale.
- c) The Appeals Panel may recommend one of the following:
 - That the appeal is upheld, and the original decision is rescinded. If your appeal is accepted, you may reapply by submitting a new form, supporting documents and registration fee.
 - The appeal is rejected with further information on how to meet the standards required.
- d) The decision of the Panel **is final** and will be communicated to the appellant on behalf of the Appeal Panel by the Operations Manager.

7. CONFIDENTIALITY

Throughout the process of the appeal, confidentiality will be maintained, unless external disclosure is necessary to progress the appeal. In such a case, the appellant will be notified in advance of the disclosure. All information shared between the parties involved, must be treated strictly private and confidential.