

Attachment F – CE response letter template

EXECUTIVE
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Mr Joe Person
43 Urban Street
PEOPLESVILLE NT 0820

Our ref DOC2013/xxxxx
2013/xxxx

Dear Mr Person

RE: Review of decision for mature age student enrolment application

I have received your application to review the decision made by **<insert name of principal>**, the principal at **<insert name of school>** about your application to enrol as a mature age student at that school.

According to Section 64 of the *Education Act*, I have considered the details of your application and **<confirm the decision under review; or vary the decision under review; or set aside the decision under review and substitute a different decision (if varying or substituting a different decision, also add the details)>**.

Yours sincerely

Ken Davies
Chief Executive

Cc Principal