

<Attachment C to EDOC2016/7183- Vetting entity letter template – refusal notice to be sent to principal>

Executive Director Schools <North or South>

Street Address  
Postal address GPO Box 4821  
DARWIN NT 0801  
Tel (08) xxx xxxx  
Fax (08) xxx xxxx  
name.surname@nt.gov.au

Our ref DOC2012/xxxxx  
2012/xxxx

<Mr Joe Person  
Principal  
Name of school  
43 Urban Street  
PEOPLESVILLE NT 0820>

Dear <Mr Person>

**RE: Mature age student enrolment application - Refusal notice for <insert name of applicant>**

Thank you for <insert name of applicant>'s application and supporting documentation to enrol as mature age student at your school.

I have reviewed the application and criminal record report and note that <insert name of applicant> has <a conviction for a disqualifying offence under Schedule 1 of the Education Regulations, and/ or pending charges for an offence,>. I must therefore refuse their application under Part 4, Division 5 of the *Education Act*.

I have advised <insert name of applicant> to contact you to obtain information about alternative education options that may be available.

Yours sincerely

<insert sender's name>  
Executive Director Schools <North or South>