

<Attachment D to EDOC2016/7183 – Vetting entity letter template to principal – Notice of other offences to be considered>

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

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

Our ref DOC2012/xxxxx  
2012/xxxx

Dear <Mr Person>

**RE: Mature age student enrolment application – Notice of other offences to be considered before proceeding with enrolment - <insert name of applicant>**

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

My review of their application and criminal record report indicates that <insert name of applicant> has a criminal history other than for a disqualifying offence under Schedule 1 of the Education Regulations. I am therefore sending their application and my summary of their relevant offences or pending charges, including my analysis of patterns of offences, to you for your consideration according to the requirements of the department guidelines for *Criminal history checks for prospective mature age students*.

Under the *Education Act*, you must also concurrently consider, if applicable, an application for additional semesters of government school education.

Please note that you must decide whether to grant or refuse <insert name of applicant>'s enrolment application within 14 days after receiving it and then give them a written notice of your decision.

If you decide to refuse the enrolment application you should advise <insert name of applicant> about alternative educational options and that they may seek a review of your decision and you must attempt to resolve this issue at the school level before referring it to through your usual channels to the department's Chief Executive.

The applicant must submit a completed *Request to review* form within 14 days after the day that they receive notice of your refusal of their enrolment application. Note that the Chief Executive may extend the time allowed for the applicant to make a review application.

Yours sincerely

<insert sender's name>

Executive Director Schools <North or South>