

<Attachment B to EDOC2016/7183 – Vetting entity letter template – refusal notice to applicant>

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  
43 Urban Street  
PEOPLESVILLE NT 0820>

Our ref DOC2012/xxxxx  
2012/xxxx

Dear <Mr Person>

**RE: Mature age student enrolment application - Refusal notice**

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

I have reviewed your application and criminal record report and note that you have <a conviction for a disqualifying offence under Schedule 1 of the Education Regulations, and/ or you have pending charges for an offence,> which precludes you from enrolment in any government or non-government school. I must therefore refuse your enrolment application under Part 4, Division 5 of the *Education Act*.

Please contact <insert name of Principal at the school> on <insert phone number and email address> to obtain information about alternative education options that may be available for you.

Yours sincerely

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