Mature age student enrolment

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| If a prospective mature age student is not satisfied with the decision to refuse their enrolment by a school principal under section 63 of the Education Act 2015 (the Act), they may request a review of the decision under section 64 of the Act.Requests to review a decision must be made in writing by completing this form and submitting to the principal to complete the last section of this form. The principal will then submit this form to the Senior Director School Operations at schoolops@education.nt.gov.au.This request must be made within 14 days after the day on which the applicant is given written notice of the enrolment decision. The Senior Director School Operations has discretion to extend the time allowed for making an application to review. |
| Applicant details – applicant to complete |
| Name |  |
| Date of birth |  | Age |  |
| Phone |  | Email |  |
| Address |  |
| Prospective school |  |
| Request to review details – applicant to complete |
| Date the enrolment application was submitted |  |
| What was your reason for enrolling as a mature age student? Write a brief answer below |
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| What is the reason for requesting a review of the enrolment decision? Write a brief answer below |
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| What is the outcome you are seeking? Write a brief answer below |
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| Declaration – applicant to complete |
| I understand the criminal record report and pending charges information will only be used for the purpose collected and will be destroyed once the enrolment review is finalised. |
| Applicant full name |  |
| Applicant signature |  | Date |  |
| Checklist – school principal to complete  |
| I have attempted to resolve the issue at the school level | Yes/No |
| The original enrolment form and proof of identity are attached | Yes/No |
| Copy of the enrolment application refusal letter issued to the applicant is attached | Yes/No |
| School principal full name |  |
| School principal signature |  | Date |  |
| End of form |

# Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that every student’s right to privacy is maintained. For more information, go to the Department of Education’s [Policy and advisory library](https://education.nt.gov.au/policies) and read the Privacy policy.