{Insert name of applicant}

{Insert address}

{Insert date of notice}

Dear {insert name of applicant}

**RE: Submission for review of a decision regarding refusal of enrolment AT {INSERT NAME OF SCHOOL}**

I refer to your submission for a review of the decision made by me to refuse {your/ (insert name of prospective student)} enrolment at {insert name of school}.

In accordance with section 392 of the *Education (General Provisions) Act 2006* (Qld)*,* I have reviewed the original decision and decided to:

confirm the original decision to refuse your enrolment; or

amend the original decision to refuse your enrolment in the following way:

* + {Outline amended decision}.

In arriving at my decision I considered the following information:

* {List information considered}

I made the following relevant findings:

* {List findings}
* {For mature age individuals with criminal history, list the charges of concern and the date/s of the offence/s — attach a copy of the relevant criminal history}

I made the decision for the following reasons:

* {List reasons}

# For further information about any external review rights in relation to my decision please refer to the enclosed document *RTE-9 Reviews against a decision to refuse enrolment at a state school*.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

**/ /**

# Ref:

# Enc: RTE-9 Reviews against a decision to refuse enrolment at a state school

{Insert date of notice}

{Insert name of applicant}

{Insert address}

Dear {insert name of applicant}

**RE: Submission for review of a decision regarding refusal of enrolment AT {INSERT NAME OF SCHOOL}**

I refer to your submission for a review of the decision made by me to refuse {your/ (insert name of prospective student)} enrolment at {insert name of school}.

In accordance with section 392 of the *Education (General Provisions) Act 2006* (Qld)*,* I have reviewed the original decision and decided to:

* substitute another decision for the original decision to refuse your enrolment.

In arriving at my decision I considered the following information:

* {List information considered}

I made the following relevant findings:

* {List findings}
* {For mature age individuals with criminal history, list the charges of concern and the date/s of the offence/s — attach a copy of the relevant criminal history}

I made the decision for the following reasons:

* {List reasons}

# For further information about any external review rights in relation to my decision please refer to the enclosed document *RTE-9 Reviews against a decision to refuse enrolment at a state school*.

Yours sincerely

{INSERT FULL NAME}

**Director-General or delegate**

**Department of Education**

**/ /**

# Ref:

# Enc: RTE-9 Reviews against a decision to refuse enrolment at a state school