

## Appeals form for declined applications or variations for student transport

This form is for parents/carers to appeal a declined transport application or variation request for Assisted School Travel services

### Guidance notes:

- This form must be submitted within **10 business days of the date of the letter advising the outcome**. Any forms received outside of this timeframe will not progress to the Appeals Panel. Upon submission of the appeal via email, you will receive an auto reply confirmation email.
- Before you send your appeal, look carefully at the reason your transport was declined. You are encouraged to contact your child's school or the ASTP to discuss prior to submitting this form. The [ASTP Procedures](#) contain information on the [eligibility criteria](#) and your child's school may be able to assist in explaining the application criteria.
- For more information on the appeals process please visit the [ASTP appeals webpage](#).
- Email this completed form and all supporting documents to [appeals.astp@det.nsw.edu.au](mailto:appeals.astp@det.nsw.edu.au).

### Student details

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Name of school: \_\_\_\_\_

### Parent/carer details

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Main phone number: \_\_\_\_\_ Other phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Your relationship to the student: \_\_\_\_\_

## Appeal details

Date of decline letter/email: \_\_\_\_\_

Reason for decline: \_\_\_\_\_

To support your appeal, please provide new information in the box below and attach any additional supporting documents with your return email to [appeals.astp@det.nsw.edu.au](mailto:appeals.astp@det.nsw.edu.au).

I am attaching additional supporting documents with this appeal.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: \_\_\_\_\_