

Appeals panel request form

Parents can request an independent review of the decision made by the Assisted School Travel Program (ASTP) where the original application has not been approved. An Appeals Panel reviews appeals and provides independent advice to the ASTP Director on declined applications for assisted travel services.

The Appeals Panel consists of a convenor from the NSW Department of Education (DoE) – Learning and Business Systems and representatives from:

- Catholic Schools NSW
- Association of Independent Schools NSW
- Principal Public Schools NSW
- DoE – Learning and Wellbeing – Disability, Learning and Support
- Parent of a child with disability as nominated by the Federation of Parents and Citizens' Association NSW.

An appeal must be submitted within **30 days of the date** on the decline letter, transport advice or variation notice; or in the case of variation requests the date the school was advised of the outcome. Parents are encouraged to contact their child's school or the ASTP to discuss prior to submitting this form.

PARENT DETAILS

Title: _____ First name: _____ Last name: _____

Street address: _____ Suburb: _____ NSW Postcode: _____

Phone number (home): _____ Work: _____ Mobile: _____

Email address: _____

STUDENT DETAILS

First name: _____ Last name: _____

Name of school: _____

Why was your application initially declined? _____

Date of decline letter, transport advice or variation notice: _____

Please provide **new** information (i.e. not previously supplied) to support your appeal:

Signature: _____ Date: _____

Your relationship to the student: _____

Return this completed form with supporting documents to appeals.astp@det.nsw.edu.au

CONTACT

Assisted School Travel Program
1300 338 278 | Locked Bag 7009, Wollongong East NSW 2520
appeals.astp@det.nsw.edu.au | education.nsw.gov.au/public-schools/astp