REVIEWABLE DECISION – REVIEW RIGHTS

A decision has been made in relation to your studies that is reviewable. This notice is for the purpose of setting out your rights in relation to this decision. It tells you how you can request a review of the decision.

If, after reading this notice, you would like to ask any questions or seek further information on any aspect outlined below, please do not hesitate to contact Evolve College by phone at 1300 880 885 or email at evolve@evolvecollege.com.

How to request a review

If you think that the decision that has been made is wrong, you may request reconsideration of this decision by someone who was not involved in making this decision. You will need to make your request in writing and must include the following information:

• the date of this decision and
• the reasons why you are requesting reconsideration.

You should also include any additional evidence that you think is relevant to the reconsideration of the decision.

Please send or deliver the reconsideration request to:

Evolve College Pty Ltd
E: evolve@evolvecollege.com
M: Unit 3, 425 Docklands Drive, Docklands VIC 3008

Timing and process regarding review

Time limits apply. Your application must be made within 28 days after the day on which you were notified of the decision.

On receiving a request for reconsideration, an Evolve College Manager will:

• review the original decision
• consider the reasons why you are requesting a reconsideration
• assess any new evidence provided by you
• provide you with a written notice of the decision, with a statement of reasons.

If you do not receive a response within 45 days of your request for reconsideration, the original decision is taken to be confirmed.

If, after the Evolve College Manager has reconsidered the decision, you are dissatisfied with the outcome, you may apply to the Administrative Appeals Tribunal (AAT) for a review of decision. The application must be lodged at the AAT within 28 days of receiving notice of the Evolve College Manager’s decision. You will be provided with further information about this process at the time you are notified of that decision.

See www.aat.gov.au for further information on this process.