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**Confidential**

**Internal Review Lodgment Form**

Should you wish to have a decision reviewed, you are encouraged to contact the Directorate to discuss your concerns. If you wish to submit your concerns in writing, you may use this form to formally lodge your request for an internal review of the decision.

**Name:**

**Address:**

**Post Code:**

**Contact Phone Number/s:**

**Email address:**

## Details of the decision:

## On what grounds are you seeking the internal review?

## What outcomes do you seek? (please tick appropriate box)

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Decision to be revoked [ ]

Decision to be varied [ ]  (please specify in space below)

**Signature:**

**Date:**

The Directorate is collecting this information to assist us in handling your review. We will keep your personal information confidential as far as is possible. However there may be some circumstances when your personal information will need to be provided to others as part of the process of investigating your matter. Personal information may also be released under the provisions of the *Information Privacy Act 2014 (ACT)* and may be subject to release under the *Freedom of Information Act 1989*. We will keep this form as part of our Directorate records. The Directorate collects, manages, uses and discloses personal information under the requirements of the *Information* *Privacy Act 2014 (ACT).*

## Please forward completed form to:

Senior Manager

Governance and Legal Liaison

Governance and Community Liaison Branch

Education Directorate

PO Box 158

CANBERRA ACT 2601

Email: EDULegalLiaison@act.gov.au