



RECONSIDERATION / REVIEW OF A COLLEGE DECISION

Before submitting an application for reconsideration or review of a College decision, applicants should ensure they have read and are familiar with the provisions of the ACEM [Reconsideration, Review and Appeals Policy](#). Applications must be submitted within the timeframe(s) stipulated in the policy.

SECTION 1: APPLICANT DETAILS

Applicant Name

ACEM ID

Address

Mobile Number

Email (Communication will usually be by email)

Telephone Number

SECTION 2: ORIGINAL DECISION

College Entity by which the decision that is the subject of this application was made

Date of Decision

Please outline the decision that is the subject of this application

SECTION 3: APPLICATION FOR RECONSIDERATION / REVIEW

This is an application for (select one):

- Reconsideration of a College decision (proceed to 'Grounds for Application' overleaf)
 Review of a College decision (see below)

If this application is for review of a College decision, has the decision already been reconsidered under the *Reconsideration, Review and Appeals Policy*? (refer clauses 4.1 and 4.2 of the Policy)

- Yes No

If 'Yes', College Entity that reconsidered the decision

Outcome of application for reconsideration

If 'No', applicants must demonstrate to the satisfaction of the Chief Executive Officer exceptional circumstances that make it justifiable and appropriate for the process to commence at the 'review' stage (clause 4.2.1).

Please outline any such exceptional circumstance(s).

Grounds on which the application is made

Pursuant to clause 3.3.1 of the *Reconsideration, Review and Appeals Policy*, applications for reconsideration or review of a College decision will only be accepted where there is demonstrable evidence of one or more of the grounds specified in the Policy.

Pursuant to clause 6.1.2 of the *Reconsideration, Review and Appeals Policy*, applications for review may only be sought in relation to the ground(s) on which the application for reconsideration was made.

Please indicate those ground(s) on which this application is made:

- That an error in law or in due process occurred in the formulation of the original decision [3.3.1(a)]
- That the relevant approved regulation or policy was not correctly applied [3.3.1(b)]
- That procedures required by approved College policies or regulations to be observed in connection with the making of the original decision were not observed [3.3.1(c)]
- That relevant and significant information, whether available at the time of the original decision or which became available subsequently, was not considered or not properly considered in the making of the original decision [3.3.1(d)]
- That irrelevant information was considered by the original decision-maker in the making of the original decision [3.3.1(e)]
- That the original decision was made in accordance with a rule or policy without regard to the merits of the particular case [3.3.1(f)]
- That the original decision was clearly inconsistent with the evidence and arguments put before the body making the original decision [3.3.1(g)]
- That the original decision was made for a purpose other than a purpose for which the power was conferred, or by a body that was not empowered to make the decision [3.3.1(h)]

Application Information

Please outline information relevant to the **ground(s)** (specified above) on which your application is based.

- Further information attached

Supporting Information / Documents

Further information attached

List any attached documented / verifiable evidence in support of the ground(s) on which your application is made.

SECTION 4: DECLARATION

In submitting this form:

- I confirm that I have read the *ACEM Reconsideration, Review and Appeals Policy* and agreed to abide by the terms and processes set out therein;
- I have provided all information relevant to my application with this form and acknowledge that failure to provide any and all relevant information may affect the outcome of my application; and
- I understand that my application will not be progressed until the applicable fee, if any, has been paid.

Signature of Applicant

Date

SECTION 5: SUBMISSION

This application, along with supporting documentation and payment of the applicable fee (refer Section 6 below) is to be submitted by email to: ceo@acem.org.au.

SECTION 6: PAYMENT OF APPLICATION FEE

There is no fee payable for an application for reconsideration of a College decision.

The current fee for an application for review of a College decision is AU\$220.00 (inc. GST).