

MORLING COLLEGE

The Baptist Bible and Theological College of NSW

Review procedures for Decisions made under the HESA in relation to FEE-HELP

Policy Name:

Review of Decisions made under the HESA in relation to FEE-HELP

Vision

The vision statement of Morling College is *Summa Supremo* – Our Utmost for the Highest.

Rationale

Students have the right to have decisions made by the College under the HESA reviewed by the Review Officer. Dr Brian Powell, Vice Principal (Academic Affairs) of Morling College, is the Review Officer for decisions made under the HESA in relation to FEE-HELP. This policy sets out the procedures to be followed by the student and the college in reviewing these decisions.

Procedures

1. The applicant has a right to seek a review of the College's decision. Students must lodge a request for a review of a decision within 28 days of receiving notice of the original decision. The request must be made in writing and must specify the reasons for making the request. The request must be given to the Review Officer.
2. The Review Officer must acknowledge in writing the receipt of an application for review of a decision and inform the applicant that the applicant will be advised of a decision within 45 days of receiving the application for review. If the applicant does not receive written notification of a decision within 45 days, the reviewer is taken to have confirmed the original decision. The Review officer will supply the contact details for the nearest AAT office and will advise the applicant of the cost.
3. The applicant and/or respondent must not be victimised or discriminated against.
4. If the Review Officer believes that the decision made by the College was fair and in accordance with the policy, then the Review Officer will provide a written report to the complainant, the College, and the College Council indicating that the original decision is confirmed.
5. If the Review Officer believes that the decision of the College was in any way flawed, they will provide a written report to the complainant, the College and the College Council outlining the findings, including any inconsistencies with documented policies and inadequacies of procedure. The Review Officer may vary the decision or set the decision aside and substitute a new decision.
6. The Review Officer must inform applicants of their right to apply to an external reviewer if they are not satisfied with the decision of the Review Officer. The external reviewer is the Administrative Appeals Tribunal (AAT).

The AAT's Sydney address is:

Administrative Appeals Tribunal
Level 7, City Centre Tower
55 Market Street
Sydney NSW 2000

The mailing address is:

Administrative Appeals Tribunal
GPO Box 9955
Sydney NSW 2001

The phone number is (02) 9391 2400.

The fee for this process is \$682 which is refunded if the AAT finds in the applicant's favour. The fee may also be waived in certain circumstances. For more information please refer to the AAT website at <http://www.aat.gov.au/FormsAndFees/Fees.htm> or www.aat.gov.au for general information.

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