NSW Department of Education
Assisted School Travel Program

Appeals form for declined applications or variations for student transport

This form is for parents/carers to appeal a declined transport application or variation request for Assisted School Travel services

Guidance notes:

- This form must be submitted within **10 business days of the date of the letter advising the outcome**. Any forms received outside of this timeframe will not progress to the Appeals Panel. Upon submission of the appeal via email, you will receive an auto reply confirmation email.
- Before you send your appeal, look carefully at the reason your transport was declined. You are encouraged to contact your child's school or the ASTP to discuss prior to submitting this form. The Assisted school travel program procedures contain information on the eligibility criteria and your child's school may be able to assist in explaining the application criteria.
- For more information on the appeals process please visit the ASTP appeals webpage.
- Email this completed form and all supporting documents to appeals.astp@det.nsw.edu.au.

Student details

First name: _____ Last name: _____

Name of school: _____

Parent/carer details

Title: _____ First name: _____ Last name: _____

Residential address: _____

Suburb: _____ State: _____ Post Code: _____

Main phone number: _____ Other phone number: _____

Email: _____

Your relationship to the student: _____

Appeal details

Date of decline letter/email: _____

Reason for decline: --Please select--

To support your appeal, please provide new information in the box below and attach any additional supporting documents with your return email to appeals.astp@det.nsw.edu.au.

☐ I am attaching additional supporting documents with this appeal.

First name: _____ Last name: _____

Signature: _____ Date: _____