



Internal reviews

School funding decisions

Review of decisions

This fact sheet explains how approved authorities can apply for a review of a school funding decision made by the Department of Education and outlines how reviews are conducted. It also advises approved authorities on how to apply for an internal review.

Reviewable decisions – recurrent school funding

Some decisions made under the *Australian Education Act 2013* (the Act) and the Australian Education Regulations 2023 (the Regulations) are **reviewable decisions**. Section 118 of the Act sets out the kinds of decisions which are reviewable.

Reviewable decisions related to school funding include decisions made under:

- Subsection 9B(3) of the Regulations – a decision not to approve a special circumstance application to include a student in a non-government school's census
- Subsection 26(4) of the Act – a decision of a school's total funding entitlement for a year
- Paragraphs 110(1)(a) and (b) of the Act – a decision that a state or territory pay to the Commonwealth a certain amount or a decision that the amount payable to a state or territory is reduced by a certain amount for a school for a year. Paragraphs 110(1)(a) and (b) decisions are used to recover overpayments to approved authorities. This can happen when the estimated entitlement payments made to an approved authority for a school in the January and July payments exceed the total entitlement determined after a school's actual enrolment numbers for the year are received in the August census. This can also happen when a school closes part way through the year, or a closure notification is not received until after the January payment has been processed (which generally happens in November the year before).

Note: there are other reviewable decisions under the Act – this list focuses on recurrent school funding.

Who conducts the review

An internal review is conducted by an independent internal reviewer in the Department of Education, who was not involved in making the original decision. The independent reviewer will send the approved authority a notice of their decision, including the reasons for their decision. Following an internal review, section 122 of the Act sets out provisions for review by the [Administrative Review Tribunal](#).

How to seek a review

A school's approved authority can apply to the Secretary of the Department of Education for a decision to be reviewed. An application for review must:

- be made in writing
- set out the reasons for the application (including any relevant documentation)
- be made within 30 days after the decision was made (or a longer period if the Secretary allows a longer period).

Please email internal review applications to internalreview@education.gov.au.

We are here to help

If you have questions about Australian Government recurrent schools funding, contact us by:

- emailing schools@education.gov.au
- calling 1800 677 027.

