

## Instructions

You must complete this form if you would like to request a review of a Notice of Contravention issued by the Superintendent of Career Colleges. You can submit this form via email, regular mail or fax.

**Email:** [AMPReviews@Ontario.ca](mailto:AMPReviews@Ontario.ca)

### Regular Mail:

Ministry of Colleges and Universities  
Attention: Assistant Deputy Minister  
Corporate Management & Services Division  
3rd Floor Mowat Block, 900 Bay St  
Toronto ON M7A1L2

**Fax:** 416 325-2778

Please complete this form and attach any documents that you believe support your submissions. You have a right to request a review of the Notice of Contravention if you submit the Request for Review Form, along with any supporting documents, within 15 days of the date you received the Notice of Contravention. If the Request for Review Form is received by the ministry after the 15 day deadline, you must also include rationale for why an extension should be granted. See **Appendix A** for more detail.

Business (legal) name

## Requestor Information

Last Name		First Name		Middle Initial
<b>Address</b>				
Unit Number	Street Number	Street Name		PO Box
City/Town		Province		Postal Code
Telephone Number		Email Address		

I hereby request a review of the Notice of Contravention dated \_\_\_\_\_ that I received on \_\_\_\_\_, for the reasons I have stated on the attached page.

### Check one of the following:

I dispute the following allegation(s) of contravention and wish the penalties to be reduced/rescinded:

I do **not** dispute the allegation(s), but wish the penalties to be reduced.

Signature	Date (yyyy/mm/dd)
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### Instructions for Filing a Request for Review

**Step 1: Complete** the above Request for Review Form. Make sure your business name and email address are correct so that the AMP Review Team can contact you.

**Step 2: Select** one of the two choices included in the Request for Review Form. If you are disputing the allegations included in your Notice of Contravention, check the first box and indicate which allegations you are disputing below (e.g., section 11 – advertising and soliciting). If you are not disputing the allegations but are requesting that the penalties be reduced, check the second box.

**Step 3: Attach** the reasons for your request and documents that support your request. Your reasons could include, but are not limited to, whether the Notice of Contravention and administrative monetary penalties assessed in that Notice are consistent with the purposes set out in subsection 39(2) of the *Ontario Career Colleges Act, 2005*. This is your opportunity to provide any information to the AMP Reviewer to support your request.

**Step 4: Submit** your completed Request for Review Form and all supporting documents to the ministry as soon as possible and no later than 15 days after the date of your Notice of Contravention. Your Form and documents can be submitted via email, regular mail or fax:

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#### **Late Requests**

Under subsection 39 (6) of Ontario Regulation 415/06, the AMP Reviewer may decide to grant an extension to the legislated 15-day request for review period if he/she considers it appropriate in the circumstances to extend the time for applying.

If you believe your Request for Review Form will be received by the ministry after 15 days of the date of your Notice of Contravention, **you must include rationale for why the AMP Reviewer should grant an extension.**

Late requests submitted without a request for extension and rationale supporting this request will not be granted.

#### **Fees**

There are no fees associated with requesting a review of your Notice of Contravention.

**Do not file this page.**