**ISSE - Amendment to organisation details form**

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to update the organisation’s general registration details.

If you have any queries regarding this form, please contact the International Quality (Schools) Unit on:

(07) 3513 6748 or via email at [InternationalRegistration@qed.qld.gov.au](mailto:InternationalRegistration@qed.qld.gov.au)

**Student exchange organisation (SEO) details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of SEO |  | | |
| Contact person |  | | |
| Contact number |  | Email address |  |

**Type of amendment**

|  |
| --- |
| **Amendment to organisation details:**  Amend organisation contact details  Amend third-party organisation / overseas partners / sister-school arrangements  Amend authorised person access (AASES requests & outbound student notifications)  Amend regional coordinator details  Change in Principal Executive Officer (PEO) |

**Amendment to organisation contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| Street Address |  | | |
| Suburb |  | | |
| State |  | Post code |  |
| Postal address |  | | |
| Phone number |  | | |
| Email address |  | | |
| Website |  | | |

**Amendment to third-party arrangements / overseas partner organisations / sister-school arrangements**

|  |  |
| --- | --- |
| **ADD** (advise of a new arrangement)  **REMOVE** (remove an existing arrangement) | |
| Name of partner organisation / sister school |  |
| Address |  |
| Country of operation |  |

*Note: to advise of more than one amendment to the organisation’s third-party arrangements / overseas partners / sister-school, please replicate this table as many times as required*

**Authorised Person – AASES requests and outbound student notifications**

|  |  |
| --- | --- |
| The ‘authorised person’ has been approved by the Principal Executive Officer of the organisation to request AASES forms and provide outbound student notifications for students participating in a Queensland International Secondary Student Exchange program.  **ADD (**for new employees joining the organisation)  **REMOVE** (for employees leaving the organisation) | |
| Full name |  |
| Position |  |
| Email address |  |
| Phone number |  |

*Note: to advise of more than one amendment to the organisation’s authorised persons, please replicate this table as many times as required*

**Regional coordinators**

|  |  |
| --- | --- |
| **ADD (**for new coordinator joining the organisation)  **REMOVE** (for coordinator leaving the organisation) | |
| Full name |  |
| Address |  |
| Email address |  |
| Phone number |  |

*Note: to advise of more than one amendment to the organisation’s authorised persons, please replicate this table as many times as required*

**Change in Principal Executive Officer (PEO)**

This person assumes responsibility for the organisation’s compliance with legislative requirements in the [Education (Overseas Students) Act 2018](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2018-001) [the ‘EOS Act’] and [Guidelines for the operation of international secondary student exchange programs](https://www.qld.gov.au/education/schools/information/programs/exchange/pages/organisations) in Queensland.

Where the student exchange organisation is a non-state school, this person must be nominated by the school’s governing body (e.g. the Principal of the school).

The person identified as the Principal Executive Officer will be the point of contact for any matters pertaining to the organisation’s compliance under the EOS Act.

|  |  |
| --- | --- |
| Title |  |
| First name/s |  |
| Surname |  |
| Position |  |
| Email address |  |
| Phone number |  |

|  |  |  |
| --- | --- | --- |
| **‘Fit and Proper person’ declaration** | | |
| 1. | Were you involved in the management of a student exchange organisation at the timethe organisation had their registration suspended or cancelled by a state / territory registration authority in Australia? | Yes No |
| 2. | Were you involved in the management of a student exchange organisation at the time the organisation had conditions imposed on their registration by a state / territory registration authority in Australia? | Yes No |
| 3. | Have you ever been charged with or convicted of an indictable offence? | Yes No |
| 4. | Have you ever become bankrupt? | Yes No |
| 5. | Have you ever been disqualified from managing corporations under the Corporations Act? | Yes No |
| 6. | Have you ever been refused a Working with Children Check in any state / territory in which the organisation operates? | Yes No |
| 7. | Have you ever been found not to be a fit and proper person under the Queensland Guidelines or any equivalent interstate guidelines? | Yes No |
| 8. | Have you ever been found to have provided a state / territory registration authority with false or misleading information or made a false or misleading statement to a state / territory registration authority in relation to any matter under the Queensland Guidelines or equivalent interstate guidelines? | Yes No |
| If you have answered YES to any of the questions 1-8 above, you must provide further details below: | | |
| **Declaration**:  Made under the Queensland ***Oaths Act 1867*** 1  I2, , do solemnly and sincerely declare that the information I have provided in this Fit and Proper Person requirements declaration is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.  Signed 3  Declared at the day of (month) (year)  Before me, 4  5  1 A person who wilfully makes a false declaration is guilty of an offence punishable by imprisonment.  2 Here print the name, address and occupation of person making the declaration.  3 Signature of person making the declaration.  4 Signature of person before whom the declaration is made.  5  Here insert title of person before whom the declaration is made (Justice of the Peace, notary public, Commissioner for taking affidavits, etc). | | |

**Submission details**

Please submit this form to the International Quality (Schools) Unit via email at:

[internationalregistration@qed.qld.gov.au](mailto:internationalregistration@qed.qld.gov.au)

If you have any questions regarding this form, please contact us on **(07) 3513 6748.**

|  |
| --- |
| ***Privacy notice:***  *The International Quality (Schools) Unit collects ‘personal information’ within the meaning of the Queensland Government Information Privacy Act 2009, which deals with the collection and handling of such information by government agencies.*  *Information collected on this form is in accordance with the Education (Overseas Students) Act 2018 (Qld) to action your request to amend details of your organisation.*  *Personal information is collected and used to:*   * *process applications* * *ask further questions or request further information* * *enable the International Quality (Schools) Unit to make decisions under the Education (Overseas Students) Act 2018 (Qld)*   *The type of personal information collected may include:*   * *personal details, including name, postal address, phone number, email* * *enquiries or complaints*   *Personal information may be disclosed to third party entities if applicable. Examples of these entities are:*   * *The Queensland Minister for Education* * *The Director-General (or delegate) and other relevant areas within the Queensland Department of Education* * *The Australian Government’s Department of Home Affairs* * *International Quality (Schools) Unit staff administering and processing applications and approval amendments*   *Certain information collected may also be published under the Open Data (*[data.qld.gov.au](https://data.qld.gov.au/)*) if suitable for release.*  *In other instances, information collected can be disclosed without further consent where authorised or required by law.* |