**Amendment to inbound student program**

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to advise of changes to an inbound student’s program.

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

**Student exchange organisation (SEO) details**

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

**Inbound student details**

|  |  |
| --- | --- |
| AASES number |  |
| Family name |  | First name |  |

**Changes to program dates**

|  |  |  |  |
| --- | --- | --- | --- |
| New arrival date |  | New departure date |  |
| New school commencement date |  | New school cessation date |  |
| Reason for change |  |

**Change to accommodation and welfare details**

|  |
| --- |
| **Host family details** |
| Previous host family name |  |
| New host first and family name |  |
| New host address |  |
| New host phone number |  |
| Date of host family change |  |
| Reason for change |  |

**Change in host school & school acceptance**

|  |  |
| --- | --- |
| Previous host school |  |
| Has there been a change in the student’s regional coordinator? Yes [ ]  No [ ]  If yes: |
| Name of new coordinator |  |
| Address of new coordinator |  |
| Phone number of new coordinator |  |

**New host school acceptance**

*\* This change in host school notification must be signed by the Principal, or authorised person of the host school and carry the appropriate school stamp.*

***Schools – please return the completed form directly to the student exchange organisation.***

|  |  |
| --- | --- |
| School name |  |
| Address |  | Phone number |  |
| Name of Principal / School representative |  |
| Signature |  | Date |  |

**SEO declaration**

By signing the declaration, the person identified below confirms:

* the parents of the student have been advised and have agreed to the change in host family and/or host school, and
* that the information provided in this application is, to the best of their knowledge, true and correct.

|  |  |
| --- | --- |
| Full name |  |
| Position |  |
| Signature |  | Date |  |

|  |
| --- |
| ***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 update the details of an inbound student.* *Personal information is collected and used to:** *process this application*
* *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.*  |