**ISSE - Outbound student notification**

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to advise details of outbound students participating in an International Secondary Student Exchange program in Queensland.

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

***All notifications must be received prior to the student’s departure from Australia.***

***Please be advised, any notification received after the student’s departure may not be included in reciprocity calculations.***

**Student exchange organisation (SEO) details**

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

**Outbound student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | Given name |  |
| Date of birth |  | Male [ ]  Female [ ]   |
| Name of Queensland school |  |
| Home address |  |
| **Proposed exchange** |
| Departure Date |  | Return date |  |
| School commencement date |  | School cessation date |  |
| Destination country |  |

**School, accommodation and welfare details while the student is overseas**

|  |
| --- |
| **Overseas host school** |
| Name of host school |  |
| Address |  |
| **Overseas host family** |
| Full name |  |
| Address |  |
| **Overseas partner organisation details** |
| Name of partner organisation |  |

**SEO declaration**

*This form must be signed by the PEO or person authorised by the PEO to advise of outbound student notifications.*

By signing the declaration, the person identified below confirms:

* the parents of the student have been advised of the details of the host school and host family; 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 outbound student notification.* *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.*  |