**ISSE - Amendment to outbound student program**

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to advise of changes to an outbound 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](mailto:InternationalRegistration@qed.qld.gov.au)

**Student exchange organisation (SEO) details**

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

**Outbound student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name |  | First name |  |

**Changes to program dates**

|  |  |  |  |
| --- | --- | --- | --- |
| New departure date |  | New return 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 |  |
| Date of host family change |  |
| Reason for change |  |

**Change in host school & school acceptance**

|  |  |
| --- | --- |
| Previous host school |  |
| New host school name |  |
| New cost school address |  |
| Date of change |  |
| Reason for change |  |

**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.* |