**ISSE - Interstate transfer form**

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to advise of an interstate transfer from Queensland or request an *Acceptance Advice for Secondary Exchange Students (AASES)* form for a student transferring into 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](mailto:InternationalRegistration@qed.qld.gov.au)

**Student exchange organisation (SEO) details**

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

**Students transferring into Queensland (request for acceptance and AASES form)**

*\* Please note, all requests must be submitted prior to the student entering Queensland.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family name |  | | Given name |  | |
| Date of birth |  | Country of Citizenship | |  | Male  Female |
| Current state / territory |  | | | ASSES Number |  |
| Reason for transfer\* |  | | | | |

\* Students must only transfer interstate in exceptional circumstances.

**Queensland accommodation and welfare details**

|  |  |
| --- | --- |
| **Host family details** | |
| First and family name |  |
| Address |  |
| Phone number |  |
| **Regional coordinator details** | |
| Full name |  |
| Street address |  |
| Contact number |  |

**Queensland host school acceptance**

*\* This AASES request form 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 |  |

**Students transferring out of Queensland**

|  |  |  |  |
| --- | --- | --- | --- |
| Queensland AASES Number |  | Receiving State / Territory |  |
| Current Qld school |  | | |
| School cessation date |  | | |
| Has the student been accepted by the receiving jurisdiction?  Yes  No | | | |

**SEO declaration**

*This form must be signed by the PEO or person authorised by the PEO to request AASES forms.*

By signing the declaration, the person identified below confirms:

* There are exceptional circumstances in relation to this student’s situation that warrant an interstate transfer;
* the parents of the student have been advised and have agreed to the interstate transfer; 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 transfer a student interstate.*  *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.* |