**ISSE – Surrender of approval**

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to notify of a surrender of approval.

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 |  |

**Surrender of approval**

|  |  |
| --- | --- |
| Reason for surrender |  |
| Date the approval is to cease |  |
| On the date the approval will cease, will all students have completed their exchange program and returned to their home country?  Yes  No  If NO, specify the number of students who will still be undertaking an exchange program:   |  |  | | --- | --- | | Number of inbound students |  | | Number of outbound students |  |   *Please complete the information on page 2 to provide details all affected students.* | |

**Details of affected inbound students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| AASES number | Family Name | Given Name | Date of Birth | Student contact number | Name of SEO assuming responsibility |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Details of affected outbound students**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family Name | Given Name | Date of Birth | Destination Country | Student contact number | Name of SEO assuming responsibility |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SEO declaration**

By signing the declaration, the PEO identified below confirms:

* the parents of all affected students have been advised and have agreed to the alternative arrangements that have been made by the SEO, and
* 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 advise of a surrender of approval in Queensland.*  *Personal information is collected and used to:*   * *process this notification* * *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.* |