

AASES request form (inbound students)

This form is to be used by approved Student Exchange Organisations in Queensland, to request an *Acceptance Advice for Secondary Exchange Students (AASES)* form.

Please note:

- *requests for AASES forms must be received a minimum of 8 weeks prior to the student's proposed school commencement date; and*
- *the school commencement date must be in line with the host school's academic term commencement.*

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 details

Please note, this form must be submitted either by the PEO or by an authorised AASES officer.

Name of student exchange organisation	
Name of person requesting form	

Inbound student details

Family name <i>(as per passport)</i>	
Given name/s <i>(as per passport)</i>	
Country of citizenship	
Date of birth <i>(DD/MM/YYYY)</i>	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female



Exchange period

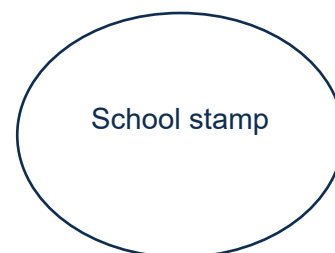
Exchange period duration <i>(school commencement to school cessation)</i>	From	To
Student welfare dates * <i>(first to last day of welfare responsibility)</i>	From	To

* Please note, under visa rules, the welfare period must include a minimum of 7 days after the last day of study.

Host school acceptance

Host school – please note, the school does not require separate accreditation or registration on CRICOS to be able to host a secondary exchange student.

Name of school	
Address	
Signature of school representative	



Host family details

Family name	
Address	

Regional coordinator

Full name	
Home address (Not PO Box)	
Mobile number	

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 for an Acceptance Advice for Secondary Exchange Students (AASES) form.

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) if suitable for release.

In other instances, information collected can be disclosed without further consent where authorised or required by law.