

# Amendment to inbound student program

This form is to be used by Student Exchange Organisations approved in Queensland, to advise of changes to an inbound student's program.

Please return the completed form to [InternationalRegistration@ged.qld.gov.au](mailto:InternationalRegistration@ged.qld.gov.au).

If you have any questions, please contact International Quality Schools Unit either via phone on 07 3513 6748 or via email at the above address.

## Student exchange organisation (SEO) details

Name of student exchange organisation	
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## Inbound student details

AASES number			
Family name		Given name	

### *Changes to program dates*

<input type="checkbox"/> New school commencement date			
<input type="checkbox"/> New school cessation date			
Reason for change	<input type="checkbox"/> Visa delay <input type="checkbox"/> Student-initiated early return <input type="checkbox"/> SEO-initiated early return (program cancellation)		



**☐ Change to host family**

Previous host family name	
New host family name	
Address	
Date of change	

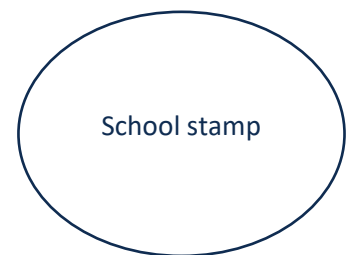
**☐ Change in regional coordinator**

Name of previous coordinator	
Name of new coordinator	
Home address (Not PO Box)	
Mobile number	

**☐ Change in host school**

*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	



Reason for change <sup>^</sup>	
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<sup>^</sup> Please note, a change in host school must be approved prior to the student's relocation and is only supported under exceptional circumstances.

**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](http://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.