

Amendment to organisation details form

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to update the organisation's general registration details.

Please return the completed form to InternationalRegistration@qed.qld.gov.au.

If you have any questions, please contact the 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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Type of amendment

<input type="checkbox"/> Organisation contact details
<input type="checkbox"/> Third-party organisation / overseas partners / sister-school arrangements
<input type="checkbox"/> Authorised AASES Officers
<input type="checkbox"/> Regional coordinators
<input type="checkbox"/> Principal Executive Officer (PEO)



□ Amendment to organisation contact details

Street Address			
Suburb			
State		Post code	
Postal address			
Phone number			
Email address			
Website			

□ Amendment to third-party arrangements / overseas partner organisations / sister-school arrangements

<input type="checkbox"/> ADD (advise of a new arrangement) <input type="checkbox"/> REMOVE (remove an existing arrangement)	
Name of partner organisation / sister school	
Address	
Email address	
Country of operation	

Note: to advise of more than one amendment to the organisation's third-party arrangements / overseas partners / sister-school, please replicate this table as many times as required

Amendment to regional coordinators

<input type="checkbox"/> ADD new regional coordinator	
<input type="checkbox"/> REMOVE existing regional coordinator	
Full Name	
Home address (Not PO Box)	
Mobile number	

Note: to advise of more than one amendment to the organisation's authorised persons, please replicate this table as many times as required

Amendment to authorised AASES Officers

The 'authorised person' has been approved by the Principal Executive Officer of the organisation to request AASES forms and provide outbound student notifications for students participating in a Queensland International Secondary Student Exchange program.	
<input type="checkbox"/> ADD new officer authorisation	
<input type="checkbox"/> REMOVE existing officer authorisation	
Full name	
Position	
Email address	

Note: to advise of more than one amendment to the organisation's authorised persons, please replicate this table as many times as required

Authorised person details – Principal Executive Officer (PEO)

Given name/s	
Family name	
Position	
Email address	
Mobile number	

*Please ensure the **Fit and Proper Person Declaration**, in Attachment A of this application, has been completed as part of this application.*

Does the PEO consent to all correspondence relation to the organisation’s registration and compliance under the Qld Guidelines being provided electronically to the above email address?

- Yes No [All correspondence will be posted to the postal address provided.]

Attachment A – Fit & Proper Person Declaration

This person assumes responsibility for the organisation’s compliance with legislative requirements in the [Education \(Overseas Students\) Act 2018](#) [the ‘EOS Act’] and [Guidelines for the operation of international secondary student exchange programs](#) in Queensland.

The person identified as the Principal Executive Officer will be the point of contact for any matters pertaining to the organisation’s compliance under the EOS Act.

First name/s	
Surname	
Position	

'Fit and Proper person' declaration		
1.	Were you involved in the management of a student exchange organisation at the time that the organisation had their registration suspended or cancelled by a state/territory registration authority in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Were you involved in the management of a student exchange organisation at the time that the organisation had conditions imposed on their registration by a state/territory registration authority in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you ever been charged with or convicted of an indictable offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you ever become bankrupt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you ever been disqualified from managing corporations under the Corporations Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you ever been refused a Working with Children Check in any state/territory in which the organisation operates?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7.	Have you ever been found not to be a fit and proper person under the Queensland Guidelines or any equivalent interstate guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Have you ever been found to have provided a state/territory registration authority with false or misleading information or made a false or misleading statement to a state/territory registration authority in relation to any matter under the Queensland Guidelines or equivalent interstate guidelines?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered YES to any of the questions 1-8 above, you must provide further details below:

Declaration:

Made under the Queensland *Oaths Act 1867*¹

I², _____, do solemnly and sincerely declare that the information I have provided in this Fit and proper person requirements declaration is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Signed³

Declared at _____ the _____ day of _____ (month)
(year)

Before me, _____⁴

_____⁵

¹ A person who wilfully makes a false declaration is guilty of an offence punishable by imprisonment.

² Here print the name, address and occupation of person making the declaration.

³ Signature of person making the declaration.

⁴ Signature of person before whom the declaration is made.

⁵ Here insert title of person before whom the declaration is made (Justice of the Peace, notary public, Commissioner for taking affidavits, etc).

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) if suitable for release. In other instances, information collected can be disclosed without further consent where authorised or required by law.