

Amendment to outbound student program

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

Please return the completed form to 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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Outbound student details

Family name		First name	
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Changes to program dates – delayed departure

<input type="checkbox"/> New welfare commencement date	
<input type="checkbox"/> New school commencement date	
Reason for delay	

Changes to program dates – early return

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



☐ Change to host family

Host family name	
Address	
Date of change	

☐ Change in host school

Name of school	
Address	
Date of change	

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.