

Notification timelines – International Secondary Student Exchange (ISSE) programs, Queensland

Organisations and schools registered to provide an ISSE program in Queensland must adhere to the following timelines in relation to:

- AASES requests (Inbound students)
- Outbound student notifications
- Program amendments (inbound and outbound students)
- Interstate transfers
- Changes to PEO or staff
- Changes to overseas partner organisations or sister-school arrangements
- Return of completed AASES forms
- Annual reciprocity returns

Please visit the [International Secondary Student Exchange \(ISSE\)](#) website to access the most current versions of the forms referenced below.

If you have any questions, please contact the International Quality (Schools) Unit on +61 (07) 3513 6748 or via email at

InternationalRegistration@qed.qld.gov.au

AASES Requests

What	When	How
<p>Requests for Acceptance Advice for Secondary Exchange Students (AASES) forms</p>	<p>AASES Request forms (<i>inbound students</i>) must be submitted a minimum of 8 weeks prior to the student's arrival.</p> <p>The student's commencement and cessation dates must align with the relevant school term dates to minimise disruption to the host school's academic program.</p> <p>The AASES request will require:</p> <ul style="list-style-type: none"> • a confirmed host family placement, and • a confirmed school placement (complete with school stamp) <p>The AASES request form will nominate the welfare commencement and cessation date, reflecting the period of welfare responsibility assumed by the SEO for the inbound student. It is expected the welfare periods will not exceed 7 days before school commencement and 7 days after school cessation, unless there are exceptional circumstances</p>	<p>Requests for AASES forms must be made via the AASES request form (inbound students).</p> <p>Once the IQS Unit approves the student's participation in the ISSE program, the organisation will be issued with an <u>Acceptance Advice for Secondary Exchange Students (AASES)</u> form for the student.</p> <p>Please allow 2 business days for notification of the outcome of the AASES request.</p> <p><u>Please note</u> –</p> <p>The AASES request form must be submitted by either the Principal Executive Officer (PEO) of the organisation or a person approved by the PEO to request AASES forms.</p>

beyond the student's control. Where the SEO would like to assume additional welfare responsibility beyond the 7 days before and after, the SEO must provide an explanation for the additional period at the time of AASES form request. Approval for the extended welfare period is at the discretion of the IQS Unit.

Outbound student notifications

What	When	How
Outbound student notifications	<p>The <i>Outbound student notification</i> must be submitted 14 days prior to the student's departure.</p> <p>Notifications received after the student's departure may result in the student not being counted for reciprocity points.</p>	Notification must be made via the Outbound student notification

Amendment to program details – Inbound students

What	When	How
<p>Amendments to program details</p> <p>– Inbound students:</p> <ul style="list-style-type: none"> • Change in host family • Change in host school • Program date changes 	<p>Changes in host family</p> <p>For <u>routine</u> (e.g., quarterly) changes to the student’s host family, the notification must be submitted prior to the student moving to the new host family.</p> <p>For <u>unexpected</u> changes to the host family, the notification must be submitted as soon as practical after the student has moved (i.e., on the next business day following the move).</p>	<p>Notification must be made via the Amendments to inbound student program form</p>
	<p>Changes to program dates</p> <p>The notification advising of a change to the student’s program dates must be submitted as soon as practical. This includes any changes to the student’s arrival date, (e.g., due to visa delays) school commencement date, school cessation date or departure date.</p>	<p>Notification must be made via the Amendments to inbound student program form</p>
	<p>Changes to host school</p>	<p>Notification must be made via the Amendments to inbound student program form and will</p>

A student exchange program should not include a change to the host school nominated on the AASES form unless there are circumstances impacting the student's wellbeing or a change in host family makes it unreasonable for the student to continue to attend the original host school; approval must be granted **prior** to the student transferring to the new host school.

require a signature and stamp from the new host school.

Amendment to program details – Outbound students

What	When	How
Amendments to program details – Outbound students: <ul style="list-style-type: none"> • Change in host family • Change in host school • Program date changes 	Change in host family For <u>routine</u> (e.g., quarterly) changes to the student's host family, the notification must be submitted prior to the student moving to the new host family. For <u>unexpected</u> changes to the host family, the notification must be submitted as soon as practical after the student has moved (i.e., within 5 business days following the move	Notification can be made via the Amendments to outbound student program form

to allow time for the overseas partner organisation to notify the Australian SEO).

Changes to host school

Notification must be provided to the IQS Unit **prior** to the student commencing at the new school.

Notification can be made via the [Amendments to outbound student program](#) form and must include a host school stamp.

Changes to program dates

The notification advising of a change to the student's program dates must be submitted **as soon as practical**. This includes any changes to the student's departure date, (e.g., due to visa delays), school commencement date, school cessation date or return date.

Notification can be made via the [Amendments to outbound student program](#) form

Interstate transfer

What	When	How
Interstate transfer	<p>Interstate transfers</p> <p>Interstate transfers:</p> <ul style="list-style-type: none">• will only be approved in exceptional circumstances; and• are subject to the approval of the Registration Authority in the receiving state. <p><i>Students transferring into Queensland</i> – the transfer must be approved by the IQS Unit before the student relocates to Queensland. If the student is moved to Queensland prior to receiving approval, the relocation will result in the student being considered a full-fee paying international student visa holder; only students formally accepted prior to relocation and issued with a Queensland AASES number will be considered ISSE program participants.</p>	Notifications must be made via the Interstate transfer application form

Students transferring out of Queensland – notification of the student accepted by the receiving state must be received **prior** to the student's relocation.

Changes to the PEO or staff

What	When	How
<p>Changes to staff:</p> <ul style="list-style-type: none"> Principal Executive Officer Exchange Program Coordinators <u>OR</u> persons authorized by the PEO to request AASES forms 	<p>Changes to the Principal Executive Officer (PEO)</p> <p>Changes to the Principal Executive Officer must be received as soon as practical, but within 10 working days of the change.</p>	<p>Notification must be received via the Amendment to organisation details form.</p>
	<p>Changes to the exchange program coordinator OR persons authorised to request AASES forms</p> <p>Changes to:</p> <ul style="list-style-type: none"> a new exchange coordinator; or authorised AASES officer 	<p>Notification must be received via the Amendment to organisation details form.</p>

must be received **as soon as practical**, but **within 10 working days** of the change.

Whenever a new PEO is appointed, all delegations including the delegation to request AASES forms must be reconfirmed by the new PEO.

Returned AASES forms

What	When	How
Return of completed AASES forms	Completed AASES forms must be returned within 14 days of the student commencing at the host school.	At the time of the student's commencement at the host school, the regional coordinator for the SEO must provide the host school with a copy of the student's AASES form. At this point in time, the AASES form will have sections A, B and C completed. The host school will need to complete Section D to confirm that the student has commenced study at the school.

Once this has been completed by the school, a representative of the SEO will need to collect this form and email a copy of the form back to the IQS Unit at InternationalRegistration@qed.qld.gov.au

Changes to overseas partner organisations or sister-school arrangements

What	When	How
<p>Changes to overseas partner organisations or sister-school arrangements</p>	<p>Changes to the organisation’s overseas partner organisations or sister-school arrangements must be provided as soon as practical, but within 10 working days of the change.</p> <p>This includes registering any new arrangement or removing an existing arrangement.</p>	<p>Notification must be received via the Amendment to organisation details form.</p>

Blue card requirements for host families

What	When	How
Blue Card clearances for host families	<p>All adults 18 years and over require a Blue Card in order to host an exchange student.</p> <p>Exchange students must only be placed with host families where all adults living in the household hold a Blue Card or exemption notice.</p> <p>Applications for Blue Cards should be made as soon as practical to ensure the appropriate checks are in place at the time the student commences their placement with the host family.</p> <p>In the event a Blue Card clearance or exemption notice has not been granted at the time the student is due to commence their placement, the student must be placed with an alternative family with appropriate clearance.</p>	<p>For information on Blue Card Services, click here.</p>

Annual reciprocity returns

What	When	How
Annual reciprocity return	<p>Annual reciprocity data is calculated based on the program notifications (inbound and outbound students) as well as program amendments submitted by the registered SEO for each calendar year.</p> <p>A confirmation report is generated in late October and provided to each registered SEO to verify this data.</p> <p>Please note, Queensland does not use the <i>National annual reciprocity return</i> spreadsheet.</p>	<p>The <i>ISSE Reciprocity management report</i> is sent via email to the PEO of each registered SEO.</p>