

Outbound student notification

This form is to be used by Student Exchange Organisations (SEOs) approved in Queensland, to advise details of outbound students participating in an International Secondary Student Exchange program in Queensland.

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 (SEO) details

Name of student exchange organisation	
---------------------------------------	--

Outbound student details

Family name <i>(as per passport)</i>	
Given name/s <i>(as per passport)</i>	
Date of birth <i>(DD/MM/YYYY)</i>	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home address	
Name of Qld school	
Current Year level	

Program details

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



Overseas partner organisation details

Destination country	
Name of overseas partner organisation	

Host school details

Host school	
Address	

Host family details

Family name	
Address	

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.