



NOTIFICATION

Change in student exchange program details

About this form

This form is used to notify the Education Standards Board of the following intended changes to the student exchange program for both Inbound and Outbound students.

- Program dates
- School change
- Host family

Please inform the Education Standards Board 14 days prior to implementing the change.

The following documents relate to the registration of student exchange organisations.

- [Education and Children's Services Act 2019](#) pt 7, div 6, s 85 – Registration of student exchange programs
- [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia](#)

If you are an organisation not currently registered, please complete the *application to register a student exchange organisation*, available on the Education Standards Board website. www.esb.sa.gov.au

If you are seeking to make a change to a student exchange program that is not on this form, please contact the Education Standards Board. This form may be used to apply for more than one change of student exchange program details.

Assistance

For assistance in completing this form, please contact the Education Standards Board by email at ESB.SEO@sa.gov.au or telephone 08 8226 6675. Further information about student exchange programs is available from the Education Standards Board website. www.esb.sa.gov.au

Submitting this form

Email your notification form to ESB.SEO@sa.gov.au

Fees

There is no fee for this notification.

General information			
Student details			
1.1	AASES No. (for inbound students)		
1.2	First Name		
1.3	Family Name		
Organisation details			
1.4	Organisation Name		
1.5	Authorised Officer	Name	
		Email	
		Mobile	
Authorised signature			
Signature		Date	

Please indicate below only the sections where the relevant changes will be made to any of the above listed student's inbound or outbound program details.

Type of change	
1. Indicate which change/s you are intending to make. 2. Only complete the relevant sections of this notification form.	
<input checked="" type="checkbox"/>	Type of change
<input type="checkbox"/>	Change of program dates
<input type="checkbox"/>	Change of school
<input type="checkbox"/>	Change of host family

Section A: Change of program dates

2.1	Current Dates	Arrival/Enrolment		Cessation/Departure	
2.2	New Dates	New Arrival/Enrolment		New Cessation/Departure	
2.3	Reason for change				

Section B: Change of school

Current School Details

3.1	School Name School Address	
3.2	School Contact Name	
3.3	School Contact Email	
3.4	School Contact Mobile	

New School Details

3.5	School Name School Address	
3.6	School Contact Name	
3.7	School Contact Email	
3.8	School Contact Mobile	

Date of change

3.9	Date of cessation from previous school		Date of enrolment in new school	
3.10	Reason for change (please attach any authorising documents)			

Section C: Change of host family

Current host family

4.1	#1 Host Family Parent/Guardian	
	First name	
	Family name	
4.2	#2 Host Family Parent/Guardian	
	First name	
	Family name	
	Host family address	

Proposed host family

4.3	#1 Host Family Parent/Guardian	
	First name	
	Family name	
4.4	#2 Host Family Parent/Guardian	
	First name	
	Family name	
	Host family address	

Date of change

4.5	Date of cessation from previous host family	
	Date of commencement with new host family	
	Proposed date of cessation from new host family	