Department of Education

# INTERNATIONAL SECONDARY STUDENT EXCHANGE PROGRAM

## > AMENDMENTS TO STUDENT EXCHANGE PROGRAM DETAILS

A completed form must be submitted within seven days of any change to: secondaryexchange.tiwa@dtwd.wa.gov.au

Secondary Exchange Organisation (SEO) name:

SEO contact person:

SEO phone number: SEO email:

Inbound Exchange Program: Outbound Exchange Program:

AASES form number (inbound only):

Student family name: Student first name:

Student middle name:

ONLY update relevant details below for the change. If no change has occurred, leave fields blank.

### CHANGE OF PROGRAM DATES

**Original** travel/SEO welfare dates - From: To: **Original** School start date: **Original** School end date:

**New** travel/SEO welfare dates - From: To: **New** School start date: **New** School end date:

Reason for change:

Parent/Legal guardian signature:* ..... Date:

### CHANGE OF HOST SCHOOL

Previous host school: Cessation date:

Reason for change:

Parent/Legal guardian signature:* ..... Date:

New host school: Date commenced school:

Name of Principal/authorised person: Phone number:

Position: Email:

Principal/authorised person signature: ..... Date:

TAFE International Western Australia
Location: 1 Prospect Place, West Perth WA 6005
Postal address: Locked Bag 16, Osborne Park DC WA 6916, Australia
Tel: +61 8 9218 2100
Web: tafeinternational.wa.edu.au | Email: secondaryexchange.tiwa@dtwd.wa.gov.au

## CHANGE OF HOST FAMILY

Please ensure you include the first names of both the previous and new host family.

**Previous host family details:**

Previous host family:

Commencement date: Cessation date:

**New host family details:**

Family name: First name:

Middle name: Commencement date:

Address:

Phone number: Email:

Reason for change:

Parent/Legal guardian signature:* ..... Date:

**Parent/Legal guardian signature** *Change will not be considered without signature of student's parent/legal guardian. Where a parental signature cannot be obtained, electronic evidence of parental/legal guardian consent (e.g email) can be attached.

For inbound secondary exchange programs, compliance with Western Australian child protection legislation is a requirement of the screening process for host families of incoming students. For further information, please see the Working with Children Check (WWC Check) website at workingwithchildren.wa.gov.au

**Please list the names and WWC Check numbers for each occupant aged over 18 residing in the host family home.**

| Family name | First name | WWC Check /Application number | Expiry date |
|---|---|---|---|
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*Privacy notice: Personal information will not be disclosed to any third party without consent, unless authorised or required by law.*