AUSTRALIAN INSTITUTE of INTERNATIONAL UNDERSTANDING (AIIU)

REQUIREMENT TO NOTIFY THE REGULATING AUTHORITY POLICY

POLICY

Change to governance

AIIU notifies the regulating authority of any change in ownership, control, executive management or operation of the SEO as soon as practical and within 10 working days of the change.

AIIU's Regional Manager completes and sends the 'SEO Change of organisation details' form to the Regulating Authority as requested and when required.

Change to student exchange program

AIIU notifies the regulating authority within 5 working days of any change in the student exchange program, such as:

- Change of host family;
- Change of host school when required;
- Change of program dates, e.g. outbound student departing later, outbound student returning home earlier, inbound student arriving later etc.

AIIU notifies the regulating authority of the change prior to the change being made whenever possible.

Where the student's program involves the student changing host school as part of the scheduled program, approval must be sought from the relevant state/territory registration authority for each host school prior to the commencement of the student's exchange.

In exceptional circumstances, such as a situation requiring the student's immediate removal from the host family, AIIU notifies the regulating authority within 5 working days.

If a change is made to a student's program, SEOs must ensure that students and parents/ guardians are informed of the change.

Change to third-party arrangements

AIIU notifies the regulating authority of any change in third-party arrangements, such as:

- Appointment of new partner organisation for the delivery of the outbound program; notification includes a copy of the partner agreement;
- Cessation of the agreement with a partner organisation due to concerns on partner organisation's delivery of the outbound program.

AIIU notifies the regulating authority within 10 working days of the change.

Incident effecting the student's safety, health or wellbeing

AIIU notifies relevant authorities as soon as possible and the regulating authority within 5 working days (or earlier) of any incident effecting the student's safety, health or wellbeing and actions taken by AIIU and/or the partner organisation to remedy to the situation.

Types of incidents to be reported include all actual or alleged Child Abuse as outlined in the Reportable Conduct Scheme, and mandatory reporting legislation.

REVIEW OF POLICY

This policy will be reviewed:

- Annually
- After any incident pertaining to this policy
- As part of continuous improvement

Policy last reviewed	February 2026
Approved by	General Manager
Consultation/Noting	AIIU Management Team
Next scheduled review date	February 2027