AUSTRALIAN INSTITUTE of INTERNATIONAL UNDERSTANDING (AIIU)

NOTIFICATION of CHANGE to STUDENT EXCHANGE PROGRAM

Date: [Insert Date]
To: Secondary Student Exchange Team
TAFE International Western Australia
Email: secondaryexchange.tiwa@dtwd.wa.gov.au

SEO Name: Australian Institute of International Understanding (AIIU)

In accordance with the **National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia** and WA approval conditions, AIIU formally notifies the WA Registration Authority of the following change(s).

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

SECTION 1 – TYPE OF CHANGE

D Change to Program Duration
D Early Termination of Program
D Extension of Program
D Change of Student Personal Details
D Change of Host Family
D Change of Host School
D Change of Welfare/Supervising Coordinator
D Emergency Relocation
D Other (specify): _____

SECTION 2 – STUDENT DETAILS

Student Full Name: _____
Date of Birth: _____
Country of Origin: _____
Visa Type/Subclass (if applicable): _____
Original Program Start Date: _____
Original Program End Date: _____

SECTION 3 – DETAILS OF CHANGE

A. Program Change (if applicable)

Original Program Dates: _____
Revised Program Dates: _____
Reason for Change: _____

D Extension requested
D Early completion
D Compassionate circumstances
D School-related reasons
D Other: _____

B. Host Family Change (if applicable)

Previous Host Family Name: _____
New Host Family Name: _____
Effective Date of Change: _____

Reason for Change:

Confirmation:

D New host family has completed full screening requirements
D WWC clearances verified (WA)
D Home inspection completed
D Orientation provided
D No conflict of interest identified

C. Host School Change (if applicable)

Previous School: _____
New School: _____
Effective Date: _____

Reason for Change:

D School has confirmed enrolment
D Student welfare handover completed and records transferred appropriately

NB: 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 student changing host school, given that a change of school may occur either before or after the program begins.

SECTION 4 – STUDENT WELFARE CONFIRMATION

AIIU confirms:

- The student's safety and wellbeing remain safeguarded
- Welfare monitoring arrangements are in place
- The Local/Support Coordinator has been informed
- The student and natural parents have been notified (if applicable)
- Any emergency arrangements have been stabilised.

SECTION 5 – EMERGENCY DECLARATION (If Applicable)

D This change occurred due to emergency circumstances.

Details:

If emergency hosting or relocation occurred:

D Independent supervision arrangements implemented
D Conflict of interest controls maintained
D Written confirmation will be provided if required

SECTION 6 – ATTACHMENTS

D Updated student placement form
D Updated host family approval documentation
D Updated school confirmation letter
D Risk assessment (if applicable)
D Welfare report
D Other supporting documentation: _____

SECTION 7 – DECLARATION

I declare that:

- The information provided is accurate and complete
- All changes comply with WA legislative requirements
- The exchange continues to meet the principal purpose of educational and intercultural exchange
- Reciprocity calculations remain unaffected (unless otherwise disclosed).

Name: _____
Position: _____
Signature: _____
Date: _____

Kind regards,

[Name]
[Title]
[Phone]
[Email]