Acceptance advice for secondary exchange students (AASES)

Request form for non-school student exchange organisations

This form is for approved **non-school student exchange organisations** only.

**Complete and return to:**

* vrqa.student.exchange@education.vic.gov.au

Organisation details

|  |  |
| --- | --- |
| Name of approved student exchange organisation (SEO) |  |
| Contact person |  |
| Contact email |  |
| Contact Telephone |  |

Student details

|  |  |  |  |
| --- | --- | --- | --- |
|  | Student one | Student two | Student three |
| Family Name |  |  |  |
| Given name/s (as per passport) |  |  |  |
| Country of citizenship |  |  |  |
| Date of birth |  |  |  |
| Gender | F [ ]  M ☐ Other [ ]  | F [ ]  M ☐ Other [ ]  | F [ ]  M [ ]  Other [ ]  |
| Exchange period duration (first to last day of school) | From | To | From | To | From | To |
| Student welfare dates(first to last day of responsibility) | From | To | From | To | From | To |
| Proposed school |  |  |  |
| School staff contact (for confirmation) |  |  |  |
| Date of school acceptance |  |  |  |
| Office use - AASES No.  |  |  |  |
| I confirm that the SEO has a school placement and host family/ies, with working with children clearances (WWC clearance) or with WWC clearance applications lodged, for each student named above. |
| Signature |  | Date |  |