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](mailto: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 |  |