

AMENDMENTS (INCLUDING INTERSTATE TRANSFER) TO STUDENT EXCHANGE PROGRAM DETAILS

This form is used to **notify** TASC of amendments to a student's exchange program. It is also a record used by the National Coordinating Committee for International Secondary Student Exchange (NCCISSE).

Please complete this form using BLOCK LETTERS.

AASES form no		Family name	
Given name/s		Country of origin	

ONLY update details below which have changed – If No change has occurred – leave fields blank.

CHANGES OF PROGRAM DATES AMENDMENTS

New arrival date		New departure date	
New enrolment date		New cessation of enrolment date	
Reason for change			

CHANGE OF SCHOOL

- * This request must be signed by the Principal or authorised person of the new host school.
- * Include change of school details and the school's signed authorisation for an interstate transfer.
- * Schools must return the completed form to the appropriate Student Exchange Organisation.

Previous school name		New school name	
Date of cessation		Date of enrolment	
Reason for change			
Name of principal		Signature of principal	
		Date	

CHANGE OF HOST FAMILY

<i>Previous family</i> Family name Given name/s		<i>New host family</i> Family name Given name/s	
New family address		Phone no	
Date of change		Reason for change	

☐ INTERSTATE TRANSFER DETAILS

From State/Territory		To State/Territory	
New enrolment date		New cessation of enrolment date	
Reason for transfer			

PARENT/GUARDIAN SIGNATURE

The parent/guardian signature is required for both changes to host school and changes to host family.

Please note: A change will not be considered without the signature of the student's parent/guardian below. Where a parental signature cannot be obtained, electronic evidence of parental/guardian consent (for example, an email) can be attached.

Parent/guardian signature	Date
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STUDENT EXCHANGE ORGANISATION (SEO) DETAILS

* to be completed by the organisation coordinating the exchange program

SEO name			
Contact person		Signature	
Email address		Phone number	

RETURN THIS FORM

Please return the completed form to the Office of TASC

MAIL GPO Box 333, Hobart Tas 7001
IN PERSON Level 6, 39 Murray Street Hobart
EMAIL enquiries@tasc.tas.gov.au

Privacy notice

The information provided in this form will be used to update TASC's Student Exchange Register. Personal information will not be disclosed to any third party without consent, unless authorised or required by law.

The Office of Tasmanian Assessment, Standards & Certification is committed to protecting information collected through this process and the handling of data in accordance with the [Personal Information Protection Act 2004](#). All information we collect from you will be kept secure and confidential.