



APPLICATION FORM

for registration as a Student Exchange Organisation (SEO) in South Australia

About this form

This form is for organisations applying to become a registered Student Exchange Organisation in South Australia so that they can operate a secondary **student exchange program**. This is a reciprocal program whereby Australian students attend secondary school in another country for a minimum period of three months or one school term and under similar conditions, students from overseas attend an Australian secondary school.

Key documents

The following documents relate to the registration of Student Exchange Organisations.

- [National Guidelines for Operation of International Secondary Student Exchange Programs in Australia \(National Guidelines – revised 2022\)](#)
- [Education and Children's Services Act 2019 pt 7 s 85](#)
- [Children and Young People \(Safety\) Act 2017](#)
- [Child Safety \(Prohibited Persons\) Act 2016](#)

The National Guidelines have been designed to assist organisations and schools applying to register to operate as Registered Student Exchange Organisations in South Australia and contain the **Standards for SEO approval**. All applicants must meet the Standards for SEO approval to be registered.

Application information

Organisations seeking registration must be secondary schools or not-for-profit companies / organisations registered within Australia.

Section A: Complete all relevant sections.

Section B: Required documentation.

On receipt of this completed application form you will be sent a link to a folder and instructions for submitting additional documentary evidence for assessment against the Standards for Student Exchange Organisations to complete your application

The Education Standards Board may arrange a meeting with your organisation to discuss the application process and SEO registration requirements.

Assessment of applications

The assessment of your application commences when all sections have been completed including submitting all documentary evidence. The assessment and evaluation of your application is conducted using the Standards for Student Exchange Organisations

Student Exchange- Fit and Proper Person declaration

The ESB, Student Exchange Fit and Proper person declaration must be completed by each person listed in Section B, 5.6 of this application. Access the [declaration](#) and submit it with this application.

Working with Children Check (WWCC)

People working or volunteering with children in South Australia must, by law, have a Working With Children Check, conducted by the Department of Human Services, Government of South Australia. Each person listed in Section B, 5.8 of this application must provide a Working With Children Check and submit it with this application.

Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) Training (SA)

The [RRHAN-EC](#) Fundamentals training is to ensure that all people working with children have the same information about mandatory notifications and all people who work with children understand their role in safeguarding children and young people. All local (South Australian) coordinators are required to undertake this training. All persons listed in Section B, 5.8 of this form must submit a valid certificate of completion with this application.

Assistance

For assistance with completing this form, please contact the Education Standards Board by email at ESB.SEO@sa.gov.au or telephone 08 8226 1215. Further information about SEO registration is available from the Education Standards Board Website. <http://www.esb.sa.gov.au/>

Submitting your application

Email this completed application form and attached documents to: ESB.SEO@sa.gov.au.

Fees

Refer to the ESB Website <http://www.esb.sa.gov.au/>

The organisation will be invoiced once your completed application has been received.

Section A: Organisation/School Information

1.1	Organisation/School Details			
	Legal entity name			
	Trading Name			
	Organisation website			
	Australian Business Number (ABN)		Australian Charities number (ACN)	
1.2	Head Office Address			
	Street Address			
	Suburb			
	State		Postcode	
	Phone		Email	
	Website			
1.3	Postal Address			
	PO Box Number		Suburb	
	State		Postcode	
1.4	South Australian organisation address (if applicable)			
	Street Address		Suburb	
	State		Postcode	
	Phone		Email	
1.5	Principal Executive Officer (PEO) / Director/Principal			
	Full Name			
	Position			
	Address			
	State		Postcode	
	Phone Number		Email Address	

1.6	Local Coordinators		
	List all local (South Australian) coordinators		
	Full Name		Position
	Phone Number		Email Address
	Full Name		Position
	Phone Number		Email Address
	Full Name		Position
	Phone Number		Email Address
	*Please attach a separate list if additional fields are required.		
1.7	Invoicing details		
	Full Name		Position
	Phone Number		Email Address
1.8	Staff authorised to request Acceptance Advice For Secondary Exchange Student (AASES) Forms.		
	Identify the persons within your organisation authorised to request AASES forms. Refer to pps.9, 11, 14, 41-42 in the National Guidelines for information about the AASES forms.		
	Full Name		Position
	Phone Number		Email Address
	Full Name		Position
	Phone Number		Email Address
1.9	Existing SEO registration details (if applicable)		
	State/Territory registered		Date of registration period
	Reciprocity balance (current)		
1.10	Previous SEO registration details (if applicable)		
	State/Territory registered		Date of registration period / expiry
	Reason(s) for not continuing registration		

1.11	Partner Organisations (including sister schools)		
Provide details of all overseas partners or schools involved in the outbound provision of your programs.			
Organisation Name		Country	
Website Address			
Frequency and duration of proposed program			
Organisation Name		Country	
Website Address			
Frequency and duration of proposed program			
Organisation Name		Country	
Website Address			
Frequency and duration of proposed program			
*Please attach a separate list if additional fields are required.			

Section B: Standards documents

Standard	Governance of SEO's (refer to the National Guidelines for full explanation of the Standard)	
5.4,5.5	Australian Charities and Not for Profit commission number:	
5.5	Australian Business Number (ABN):	
5.5	Certificate of incorporation	<i>Attach document</i>
5.5	Certificate of registration for ACNC	<i>Attach document</i>
5.6	Fit and Proper person declarations for the PEO and Local (SA) Coordinators	<i>Attach all Fit and Proper declarations with this application</i> <i>Not required for registered teachers in South Australia</i>
5.8	Working with Children Check for PEO and Local (SA) Coordinators	<i>Attach WWCC for each relevant person with this application</i> <i>Not required for registered teachers in South Australia</i>
5.8	Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) Training certificates for Local (SA) Coordinators	<i>Attach copies of certificate for each relevant person with this application</i> <i>Not required for registered teachers in South Australia</i>

Standard	Confidentiality and information sharing (refer to the National Guidelines for full explanation of the Standard)	
5.24	Consent to release information.	<i>Attach consent to release of information (PEO/director/principal) with this application</i>

Statutory Declaration

To be completed by the PEO / Principal of registered school

I		
	(Full name and occupation)	
of		
	(Name and address of legal entity making the application)	
	do solemnly and sincerely declare that to the best of my knowledge and belief, all of the information provided in and with this application is true and correct.	
	Signature	Date signed
	Before me,	
	Signature of Authorised Witness	Date signed
	Who can certify or witness statutory declarations? <ul style="list-style-type: none"> • Justice of the Peace • Members of the Police Force • Judges and Masters of the Supreme Court • Judges and Masters of the District Court • Magistrates • Practitioners of the Supreme Court 	