



## NOTIFICATION

### Change of Student Exchange Organisation details

#### About this form

This form is used to notify the Education Standards Board of intended changes to the governance and / or contact details of a student exchange organisation. The information you provide will assist the Education Standards Board to update the student exchange register.

The following documents relate to the registration of student exchange organisations.

- [Education and Children's Services Act 2019](#) pt 7, div 6, s 85 – Registration of student exchange programs
- [National Guidelines for the Operation of International Secondary Student Exchange Programs in Australia](#)

If you are an organisation not currently registered, please complete the *Application to register a student exchange organisation*, available on the Education Standards Board website. [www.esb.sa.gov.au](http://www.esb.sa.gov.au)

If you are student exchange organisation seeking to make a changes to your student exchange program, please complete [Notification of change to student exchange program details](#) form.

#### Assistance

For assistance in completing this form, please contact the Education Standards Board by email at [ESB.SEO@sa.gov.au](mailto:ESB.SEO@sa.gov.au) or telephone 08 8226 6675. Further information about student exchange programs is available from the Education Standards Board website. [www.esb.sa.gov.au](http://www.esb.sa.gov.au)

#### Submitting this form

Submit this form at least 14 days prior to the change.

Email your notification form to [ESB.SEO@sa.gov.au](mailto:ESB.SEO@sa.gov.au)

#### Fees

There is no fee for this notification.

## General information

1.1	Student Exchange Organisation name	
1.2	Legal entity name	
1.3	Proposed date of change/s to take effect	

## Authorised officer responsible for this notification

1.4	First Name		Surname	
	Authorising officer's signature			
	Email			
	Date			

**Please complete only the relevant changes**

## Section A: Change of organisation details

2.1	New name of the organisation	
2.2	New ownership or change in legal entity	
2.3	New address	
2.4	New phone number	
2.5	New website address	

## Section B: Change of personnel details

3	New head of organisation or school principal			
3.1	Title		First Name	
	Surname			
3.2	Email			
3.3	Phone/ Mobile			

4 Addition of persons authorised to request AASES forms				
4.1	Title		First Name	
	Surname		Email	
4.2	Title		First Name	
	Surname		Email	
4.3	Title		First Name	
	Surname		Email	
4.4	Title		First Name	
	Surname		Email	
5 Removal of persons authorised to request AASES forms				
5.1	Title		First Name	
	Surname		Email	
5.2	Title		First Name	
	Surname		Email	
5.3	Title		First Name	
	Surname		Email	
5.4	Title		First Name	
	Surname		Email	