

# SECONDARY STUDENT EXCHANGE

## Change of SEO Details

*Please use this form to show changes to SEO staff or structure*

SEO NAME: .....

**New SEO Details (if applicable)**

Physical address			
Postal address			
Phone		Website:	
Australian Business Number (ABN)			
Registration of Not-for-profit organisation			

**Please indicate the changes you are making by ticking the box below:**

<input type="checkbox"/> Change of Director/Head of SEO	<input type="checkbox"/> Change of State Coordinator	<input type="checkbox"/> Change of person authorised to request AASES form.  Name of person being replaced: ..... <i>(Note there is a limit of two people authorised to request an AASES for each SEO)</i>	<input type="checkbox"/> Change to other SEO details <i>(please go to page 2)</i>
Name			
DOB			
Position			
WWCC Number		Expiry:	
Mandatory Child Protection training completed?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
Certificate Number.....			

**Please indicate the changes you are making by ticking the relevant box below:**

<input type="checkbox"/> Change of Director/Head of SEO	<input type="checkbox"/> Change of State Coordinator	<input type="checkbox"/> Change of person authorised to request AASES form.  Name of person being replaced: ..... <i>(Note there is a limit of two people authorised to request an AASES for each SEO)</i>	<input type="checkbox"/> Change to other SEO details <i>(please go to page 2)</i>
Name			
DOB			
Position			
WWCC Number		Expiry:	
Mandatory Child Protection training completed?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
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Name			
DOB			
Position			
WWCC Number			Expiry:
Mandatory Child Protection training completed?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
Certificate Number.....			

**Change of Details (other) - please indicate changes below:**

Authorising Officer Name: .....

Position:.....

Signature:..... Date:.....

**PLEASE RETURN TO:**  
**Student Exchange NSW Department of Education**  
 Email: [studentexchange@det.nsw.edu.au](mailto:studentexchange@det.nsw.edu.au)