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| ACT Government Education and Training Directorate Logo

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 |  |  |  |  | **RETURN TO**: |  |  |  |
|  |  |  |  |  | Student Exchange Coordinator – International Education Unit |  |
|  |  |  |  |  | ACT Government, Education and Training Directorate |  |
|  |  |  |  |  | PO Box 158 Canberra ACT 2601 |  |  |
|  |  |  |  |  | Tel: 02 6205 6764 Fax: 02 6205 9235 |  |  |
|  |  |  |  |  | Email: Tracy.rood@act.gov.au  |  |  |
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|  |  |  |  |  |  |  |  |  |
| OUTBOUND STUDENT REGISTER |
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| **Please complete and email to Tracy.rood@act.gov.au before the departure date** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Surname** | **First Name** | **Gender M / F** | **D.O.B dd/mm/yyyy** | **School in Australia** | **Exchange Country/State** | **Overseas School** | **Departure Date dd/mm/yyyy** | **Return Date dd/mm/yyyy** |
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|  | Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Name of Exchange Coordinator/Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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*The ACT Government Education and Training Directorate (the Directorate) collects this information to maintain a register of ACT students on exchange as per section 3.2.9 of the National Guidelines.*

*This is authorised by section 8 of the Education Act 2004 (ACT).*

***The Directorate usually gives some or all of this information to:*** *Commonwealth Department of Immigration and Citizenship (DIAC)*

*Minister for Education and Training*

*Commonwealth Department of Education Employment and Workplace Relations (DEEWR)*