

SHORT/LONG TERM STUDENT EXCHANGE REQUEST FORM

Exchange Student Information				
Student Name(s):				
Student Year Group(s):				
Current Campus:			Exchange Campus:	
Parent Name(s):				
Exchange Details				
<input type="checkbox"/> Short Term	<input type="checkbox"/> Long Term	<input type="checkbox"/> Overseas	<input type="checkbox"/> Length Unknown	<input type="checkbox"/> Indefinite
First day of Exchange: ____ / ____ / ____			Last day of Exchange: ____ / ____ / ____	
Length / Period of Exchange:			Student's Host:	
Reason for Exchange				
<i>Parent/Carer Signature:</i>				<i>Date:</i>
Current Campus Approval (Lead CA of Current Campus)				
<input type="checkbox"/> Recommended		<input type="checkbox"/> Not Recommended		<input type="checkbox"/> Declined
Comments:				
<i>CA Signature:</i>				<i>Date:</i>
National Approval (RTL of Current Region)				
<input type="checkbox"/> Approved			<input type="checkbox"/> Declined	
Comments:				
<i>NLT Signature:</i>				<i>Date:</i>

Process if Approved:

1. CA to send signed approval form to CPs and CA teams of both current and exchange campuses.
2. Current campus CP to communicate with CP and RP of exchange campus (Cc both CA teams) regarding the following:
 - *Confirm that exchange campus is willing to support.*
 - *Agree on proposed exchange commencement dates.*
 - *Emergency contacts.*
 - *Other details as required.*
3. Current campus CA to notify student's parent/carer of approval and details.
4. Current campus CP/OA to contact NSO to determine the appropriate attendance code to mark the student/s over the exchange period.