



# APPLICATION

## For endorsement of registration to enrol full fee paying overseas students

### About this form

This form is to be used by registered schools seeking endorsement for registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). All schools intending to deliver education services to international students on student visas must be registered on CRICOS. Before submitting an application it is advisable to access the following documents relating to CRICOS registration

- *The Education and Services for Overseas Students Act 2000* (ESOS Act)
- *Education Services for Overseas Students Regulations 2001* (ESOS Regulations)
- *The National Code of Practice for Registration Authorities and Providers of Education to Overseas Students 2018* (National Code)

### Requirements for endorsement

The information and documentary evidence you provide will enable the Education Standards Board (ESB) to assess your application against the standards in the National Code. If endorsed, the ESB as the Designated State Authority (DSA) will then make a recommendation to the Commonwealth Department of Education and Training (DoET) that the school be placed on the CRICOS register.

### Assistance

For assistance in completing this form, please contact the ESB by email at [ESB.Schools@sa.gov.au](mailto:ESB.Schools@sa.gov.au) or telephone 08 8226 1215. Further information about schools registration is available from the ESB website <http://www.esb.sa.gov.au/>


### Submitting this form

Email your application form, including the supporting evidence to: [ESB.Schools@sa.gov.au](mailto:ESB.Schools@sa.gov.au)

### Application fee

Refer to the following link on the ESB website for the current list of fees associated with your application <http://www.esb.sa.gov.au/fees>

## Section 1 - Applicant Details

1.1	Name of school applying for approval			
1.2	If your school or organisation is currently registered on CRICOS, please provide your CRICOS registration number			
1.3	Name of legal entity of school			
	Attach a copy of the Certificate of Registration of a Company or the Certificate of Incorporation			
1.4	Type of legal entity of school			
	<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Sole trader
	<input type="checkbox"/>	Incorporated association	<input type="checkbox"/>	Partnership
	<input type="checkbox"/>	Other (please specify)		
1.5	Registered Business Trading name			
1.6	Australian Business or Company Number			
	ABN		ACN	
1.7	Head office of legal entity applying for approval			
	Street address			
	Postal address (if different from street address)			
	Phone		Email	
	Mobile		Email address for invoices	



<b>1.8</b>	<b>Principal place of business (if different from the head office details)</b>			
	Street address			
	Postal address (if different from street address)			
	Phone		Email	
	Mobile		Email address for invoices	
<b>1.9</b>	<b>The Principal Executive Officer (PEO) has executive responsibility for the operation of the school. In a school, this is usually the Principal.</b>			
	Title		Given names	
	Position		Surname	
	Residency status			

<b>1.10</b>	<b>Nominate a person responsible for this application who is authorised to act on behalf of the PEO as contact for registration matters.</b>			
	Title		Given Names	
	Position		Surname	
	Phone		Email	

## Section 2 - Provider's History

2.1	<b>Has the school (including any directors, owners, partners, chief executive or managers previously been registered to enrol overseas students?</b>				
	<input type="checkbox"/> -Yes  <i>If yes, please provide the following information</i>		<input type="checkbox"/> - No		
	Name of designated state authority (DSA)				
	Dates of registration	Start date		End date	
	Reasons why registration was ended and any outstanding sanctions.				
2.2	<b>Has the school (including directors, owners, partners, PEO or managers) previously applied for and been refused by the Commonwealth Department of Education and Training?</b>				
	<input type="checkbox"/> -Yes  <i>If yes, please provide the following information</i>		<input type="checkbox"/> -No		
	Reasons why the registration application was refused				

## Section 3 - Proposed student details and care services

<b>3.1</b>	<b>What is the current enrolment number of domestic students at the school?</b>		
<b>3.2</b>	<b>Maximum proposed capacity of overseas students</b>		
<b>3.3</b>	<b>Student age groups to be enrolled</b>		
	<input type="checkbox"/> - Under 18 year olds	<input type="checkbox"/> - Over 18 year olds	<input type="checkbox"/> - Both
<b>3.4</b>	<b>Living accommodation arrangements in place for students who are under the age of 18 while in Australia. Check all that will apply.</b>		
	<input type="checkbox"/>	Parent/Guardian	<input type="checkbox"/> Off-campus boarding
	<input type="checkbox"/>	On-campus boarding	<input type="checkbox"/> Homestay
	<input type="checkbox"/>	Other (please specify	

## Section 4 - Course details and structure

<b>4.1</b>	<b>Please indicate the course name/s for which approval is sought</b>			
	<input type="checkbox"/>	Primary school studies	<input type="checkbox"/>	Senior Secondary Studies (11-12)
	<input type="checkbox"/>	Junior Secondary studies (6/7-10)		
<b>4.2</b>	<b>If the school is offering a senior school qualification, please indicate which accreditation</b>			
	<input type="checkbox"/>	SACE	<input type="checkbox"/>	IB
	<input type="checkbox"/>	Other (specify)		
<b>4.3</b>	<b>Provide the course costs for each course to be offered</b>			
	<b>Course name</b>	<b>Non-tuition fee</b>	<b>Tuition fee</b>	<b>Total</b>
<b>#1</b>				
<b>#2</b>				
<b>#3</b>				
<b>#4</b>				



<b>4.4</b>	<b>Arrangements with other providers. Will other providers be delivering the course/s?</b>			
	<input type="checkbox"/> - Yes  If yes, please provide the following information		<input type="checkbox"/> - No	
	Name of other provider #1			
	Provider #1 CRICOS registration number			
	Name of course to be provided			
	Name of other provider #2			
	Provider #2 CRICOS registration number			
	Name of course to be provided			
<b>4.5</b>	<b>Location of all sites where overseas students will be scheduled to attend classes for teaching purposes</b>			
	<b>Courses/location site #1</b>			
	Street address			
	Suburb		Postcode	
	Phone		Website	
	<b>Contact person on site</b>			
	Name		Position	
	Email		Mobile	
	<b>Courses/location site #2</b>			
	Street address			
	Suburb		Postcode	
	Phone		Website	
	<b>Contact person on site</b>			
	Name		Position	
	Email		Mobile	

<b>4.6</b>	<b>Will any part of the proposed course/s be delivered online or by distance education?</b>	
	<input type="checkbox"/> - Yes  <i>If yes, provide evidence including the percentage number of hours to be delivered online or by distance education.</i>	<input type="checkbox"/> - No

## Section 5 - Evidence requirements

### 5.1 National Code 2018

The National Code 2018 sets out the standards for providers delivering education and training to overseas students. These standards detail the specific requirements which must all be met in order to be approved for registration on CRICOS and must continue to be met throughout the approval period.

Evidence must be provided with your application that demonstrates compliance with each of the standards.

		National Code Standard addressed	 - Uploaded file
1.	Marketing policy	1	<input type="checkbox"/>
2.	Marketing publications and materials	1	<input type="checkbox"/>
3.	Enrolment policy	2, 3	<input type="checkbox"/>
4.	Admissions policy	2	<input type="checkbox"/>
5.	Application form, letter of acceptance, course information	2,3	<input type="checkbox"/>
6.	Campus locations, description of facilities, equipment and learning and library resources	2	<input type="checkbox"/>
7.	Course credit recognition policy	2	<input type="checkbox"/>
8.	Details of arrangements with other providers delivering courses at the school	2	<input type="checkbox"/>
9.	Fee information	2,3	<input type="checkbox"/>
10.	English language proficiency assessment policy	2	<input type="checkbox"/>
11.	Refunds policy	2,3	<input type="checkbox"/>
12.	Accommodation and welfare policy	2,5	<input type="checkbox"/>
13.	Confidentiality and privacy policy	3	<input type="checkbox"/>
14.	Education agent policies and agreements	4	<input type="checkbox"/>
15.	Student Support Services policy	6	<input type="checkbox"/>
16.	Student support services documents to be provided to students	6	<input type="checkbox"/>
17.	Student transfer policy	7	<input type="checkbox"/>
18.	Attendance monitoring and intervention policy	8	<input type="checkbox"/>
19.	Monitoring course progress and intervention policy	8	<input type="checkbox"/>
20.	Deferment, suspension or cancellation of a student's enrolment policy	9	<input type="checkbox"/>
21.	Complaints and Appeals policy	10	<input type="checkbox"/>
22.	Change to provider's ownership or higher management policy	11	<input type="checkbox"/>



Further evidence submitted to support your application (please provide title of document)

	Evidence	National Code Standard addressed	 - Uploaded file
23.			<input type="checkbox"/>
24.			<input type="checkbox"/>
25.			<input type="checkbox"/>
26.			<input type="checkbox"/>
27.			<input type="checkbox"/>
28.			<input type="checkbox"/>
29.			<input type="checkbox"/>

## 5.2 Financial requirements of the ESOS Act

Under the ESOS Act and ESOS Regulations, schools must have a designated account with an Authorised Deposit-taking Institution (ADI) as listed on the Australian Prudential Regulation Authority (APRA) website.

## 5.3 Do you have an ADI account?

☐ - Yes

☐ - No

## 5.4 Name of financial institution

***Continue to Section 6 (Page 9)***





## Section 6 - Statutory Declaration

<b>6.1</b>	<b>To be completed by the Principal Executive Officer (PEO)/ School Principal</b>	
<b>I</b>		
	<i>(Full name and occupation of Principal Executive Officer)</i>	
<b>of</b>		
	<i>(Name and address of legal entity making the application)</i>	
	<p>do solemnly and sincerely declare that I have never:</p> <ul style="list-style-type: none"> <li>• been convicted of a criminal offence</li> <li>• been issued with an Immigration Minister's suspension certificate</li> <li>• had conditions imposed on its registration under the ESOS Act 2000</li> <li>• been bankrupt</li> <li>• been disqualified from managing a corporation under the Corporations Act 2001</li> <li>• been involved in the business of provision of courses by another provider covered by any of the points above; and</li> </ul> <p>to the best of my knowledge and belief, all of the information provided in and with this application is true and correct.</p>	
	<i>Signature of Principal Executive Officer</i>	<b>Date</b>
	Before me,	
	<i>Signature of Authorised Witness</i>	<b>Date</b>
	<b>Who can certify or witness statutory declarations?</b>	
	<ul style="list-style-type: none"> <li>• Justice of the Peace</li> <li>• Members of the Police Force</li> <li>• Judges and Masters of the Supreme Court</li> <li>• Judges and Masters of the District Court</li> <li>• Magistrates</li> <li>• Practitioners of the Supreme Court</li> </ul>	

### OFFICE USE ONLY

Reviewer:	Date:	Signed:
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No