

APPLICATION

For change of registration to enrol full fee paying overseas students

About this form

This form is to be used by school providers currently registered on the Commonwealth Register of Institutions and Courses for Overseas Students (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)*

Changes to CRICOS registration

This form is to apply for the following changes to CRICOS registration

- Change to PEO details (*All other PRISMS contact details must be amended by the school provider*)
- Add or cancel a course code
- Change a course name
- Update course cost
- Change overseas student capacity

The Education Standards Board as the Designated State Authority (DSA) for the ESOS Act will update the school's PRISMS record immediately on receipt of a completed application form.

Assistance

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

Submitting this form

Email your application form to: ESB.Schools@sa.gov.au The ESB will contact you if any supplementary evidence is required.

Application fee

There is no fee associated with this form.

Section 1 – School Details

1.1	Name of school provider
1.2	CRICOS registration number

Section 2 – Change to PEO Details

2.1	The Principal Executive Officer (PEO) has executive responsibility for the operation of the school. In a school, this is usually the principal.			
	Title		Given names	
	Position		Surname	
	Residency status		Phone	
	Email			
2.2	Nominate a person responsible for this application who is authorised to act on behalf of the PEO as contact for registration matters.			
	Title		Given Names	
	Position		Surname	
	Phone		Email	

Section 3 – Add course code/s

3.1	Please indicate the course name/s for which approval is sought					
	<input type="checkbox"/>	Primary School Studies	<input type="checkbox"/>	Senior Secondary Studies (11-12)		
	<input type="checkbox"/>	Junior Secondary Studies (6/7-10)				
3.2	If the course to be offered is a Senior Secondary Studies school qualification, please indicate which accreditation/s apply					
	<input type="checkbox"/>	SACE	<input type="checkbox"/>	IB	<input type="checkbox"/>	Other (specify)

3.3 Provide the course costs for each course to be offered				
	Course name	Non-tuition fee	Tuition fee	Total
#1				
#2				
#3				
#4				
3.4 Arrangements with other providers. Will other providers be delivering the course/s?				
	<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			
3.5 Location of all sites where overseas students will be scheduled to attend classes for teaching purposes				
Courses/location site #1				
	Street address			
	Suburb		Postcode	
	Phone		Website	
Contact person on site				
	Name		Position	
	Email		Phone	
Courses/location site #2				
	Street address			
	Suburb		Postcode	

	Phone		Website	
Contact person on site				
	Name		Position	
	Email		Phone	
3.6	Will any part of the proposed course/s be delivered online or by distance education?			
	<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 4 – Cancel course code/s

4.1	Provide the course code/s to be cancelled	
	Course Code	Course Name
#1		
#2		
#3		
#4		

Section 5 – Change a course name

5.1	Provide the course code/s to be updated		
	Course Code	Course Name	New Course Name
#1			
#2			
#3			
#4			

Section 6 – Update course cost

6.1 Provide the course costs to be updated				
	Course name	Non-tuition fee	Tuition fee	Total
#1				
#2				
#3				
#4				

Section 7 – Change to overseas student capacity

7.1 Overseas student capacity		
	Current overseas student capacity	Proposed overseas student capacity <i>The ESB may request further documentation to confirm the appropriateness of the resources and facilities for the delivery of the courses.</i>
	<i>Total:</i>	<i>Total:</i>
7.2 Domestic student enrolments		
<i>This is a requirement for the PRISMS database. Do not include full fee paying overseas students or early learning centre capacity in this total.</i>		
	Current domestic school enrolments	<i>Total:</i>

Section 8 - Statutory Declaration

8.1	To be completed by the Principal Executive Officer (PEO)/ School Principal	
I		
	<i>(Full name and occupation of Principal Executive Officer)</i>	
of		
	<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"> • been convicted of a criminal offence • been issued with an Immigration Minister's suspension certificate • had conditions imposed on its registration under the ESOS Act 2000 • been bankrupt • been disqualified from managing a corporation under the Corporations Act 2001 • been involved in the business of provision of courses by another provider covered by any of the points above; and <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>	<i>Date</i>
	Before me,	
	<i>Signature of Authorised Witness</i>	<i>Date</i>
	Who can certify or witness statutory declarations?	
	<ul style="list-style-type: none"> • Justice of the Peace • Members of the Police Force • Judges and Masters of the Supreme Court • Judges and Masters of the District Court • Magistrates • Practitioners of the Supreme Court 	

OFFICE USE ONLY

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