

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. Applicants should be familiar with the following documents before submitting an application:

- *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)
- The National Code 2018 Factsheets

<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

Requirements for endorsement – NEW APPLICANTS

Complete all sections of this form. The information and documentary evidence you provide will enable the Education Standards Board to assess your application against the National Code 2018. If endorsed, the Education Standards Board as the Designated State Authority will then make a recommendation to the Commonwealth Department of Education who will make the final determination for registration on CRICOS.

Requirements for endorsement- RENEWAL OF ENDORSEMENT

Schools already registered on CRICOS seeking renewal of endorsement must complete Sections 1-4 and 6 and submit to us. We will then contact you with further information about the process for renewal of endorsement.

Assistance

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

Submitting this form

Email this form to: ESB.Schools@sa.gov.au For new applicants, all evidence must be submitted on a USB and organised into folder for each criterion in the standards of the National Code 2018. Mail your USB to:
Education Standards Board, GPO Box 1811, Adelaide 5001

Fees Refer to the Education Standards Board website for the current list of fees associated with this application: <https://esb.sa.gov.au/resources/fees-schools>

Section 1 - Applicant Details

1.1	Name of school applying for endorsement			
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/organisation <i>Attach a copy of the Certificate of Registration of a Company or the Certificate of Incorporation</i>			
1.4	Type of legal entity			
	<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 <i>(usually the school address)</i>			
	Street address			
	Postal address <i>(if different from street address)</i>			
	Phone		Email	
	Mobile		Email	<i>Email address for invoices</i>
1.8	Principal place of business <i>(if different from the head office details)</i>			
	Street address			
	Postal address <i>(if different from street address)</i>			
1.9	The Principal Executive Officer (PEO) has executive responsibility for the operation of the school. In a school, this is usually the Principal.			
	Position		Title	

	Given name		Surname	
	Mobile		Email	
	Australian Residency status			
1.10	Nominate a person responsible for this application who is authorised to act on behalf of the PEO as contact for registration matters.			
	Position		Title	
	Given name		Surname	
	Mobile		Email	

Section 2 - Provider History

2.1	Has the school (including directors, owners, partners, chief executive or managers) previously been registered to enrol overseas students?			
	<input type="checkbox"/> Yes <i>If yes, continue to 2.2</i>		<input type="checkbox"/> No <i>If no, continue to 2.3</i>	
2.2	Previous registration details			
	Name of designated state authority			
	Dates of registration	Start date	End date	
	Reasons why registration was ended and any outstanding sanctions.			
2.3	Has the school (including directors, owners, partners, PEO or managers) previously applied for CRICOS registration and been refused by the Commonwealth Department for Education?			
	<input type="checkbox"/> Yes <i>If yes, please provide the following information</i>		<input type="checkbox"/> No	
	Reasons why the registration application was refused			
2.4	Is the school a Registered Training Organisation (RTO) or Vocational Education and Training (VET) organisation?			
	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	RTO Number			

Section 3 - Proposed student details and care services

3.1	What is the current enrolment number of domestic students at the school?		
3.2	Maximum proposed capacity of overseas students		
3.3	Student age groups to be enrolled. Check all that will apply.		
	<input type="checkbox"/> Under 16 year olds	<input type="checkbox"/> Under 18 year olds	<input type="checkbox"/> Over 18 year olds
3.4	Living accommodation arrangements in place for students who are under the age of 18 while in Australia. Check all that will apply.		
	<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

4.1	Proposed commencement date of course/s					
4.2	Please indicate the course name/s for which approval is sought					
	<input type="checkbox"/> Primary school studies (Years R – 6)	<input type="checkbox"/> Senior Secondary Studies (Years 11-12)				
	<input type="checkbox"/> Junior Secondary studies (Years 6/7-10)	<input type="checkbox"/> ELICOS <i>Attach evidence of compliance with the ELICOS Standards 2018</i>				
4.3	If the school is offering a senior school qualification, please indicate which accreditation					
	<input type="checkbox"/> SACE	<input type="checkbox"/> IB	<input type="checkbox"/> Other (specify)			
4.4	Provide the full course costs for each course to be offered					
#	Course name	Duration of course		Estimated totals for duration of course		
		Study weeks	Holiday weeks	Tuition fees	Non-Tuition fees	Registered course cost
<i>Example</i>	<i>Senior Secondary</i>	<i>80</i>	<i>24</i>	<i>\$A</i>	<i>\$B</i>	<i>=\$A + \$B</i>
#1						
#2						
#3						

#4					
<p>Tuition fees may include enrolment fees, school bus transport, ELICOS provided by the school, compulsory course materials including text books, compulsory excursions and annual administration fees.</p>					
<p>Non-tuition fees may include school uniform, OSHC, ELICOS provided by a third party provider, course materials, non-compulsory excursions, homestay, boarding, extra-curricular activities, social events and capital levy.</p>					
<p>Registered Course cost on PRISMS is the combined total of the tuition fees and non-tuition fees for the entire duration of the course.</p>					
4.5	<p>Arrangements with other CRICOS providers. Will other CRICOS providers be delivering the course/s? (If more than 2 providers, please attach additional pages)</p>				
	<input type="checkbox"/> Yes If yes, please provide the following information <i>Insert more rows if required.</i>		<input type="checkbox"/> No		
	Name of other provider #1				
	Provider #1 CRICOS registration number				
	Name of course to be provided				
	Location of course to be delivered				
	Will any part of the course/s to be provided be delivered online or by distance education?		<input type="checkbox"/> Yes <i>Provide evidence including description of parts of course including the percentage number of hours to be delivered online or by distance education</i>		<input type="checkbox"/> No
	Name of other provider #2				
	Provider #2 CRICOS registration number				
	Name of course to be provided				
	Location of course to be delivered				
	Will any part of the course/s to be provided be delivered online or by distance education?		<input type="checkbox"/> Yes <i>Provide evidence including description of parts of course including the percentage number of hours to be delivered online or by distance education</i>		<input type="checkbox"/> No
4.6	<p>Location of all sites where overseas students will be scheduled to attend classes</p>				
	Courses/location site #1				
	Street address				
	Suburb		Postcode		
	Phone		Website		
	Contact person on site				

	Name		Position	
	Email		Mobile	
	Courses/location site #2			
	Street address			
	Suburb		Postcode	
	Phone		Website	
	Contact person on site			
	Name		Position	
	Email		Mobile	

Section 5 - Evidence requirements – new applicants only

5.1	Evidence related to Sections 1 – 4	
<i>Evidence must demonstrate compliance with Sections 1 – 4 and must be provided on a USB</i>		On USB <input checked="" type="checkbox"/>
5.2	Certificate of Registration of a Company or the Certificate of Incorporation	<input type="checkbox"/>
5.3	Description of parts of course including the percentage number of hours to be delivered online or by distance education Course #1	
5.4	Description of parts of course including the percentage number of hours to be delivered online or by distance education. Course #2	<input type="checkbox"/>
5.5	Evidence of compliance with the <i>ELICOS Standards 2018</i>	<input type="checkbox"/>
5.6	Additional pages/ forms of evidence to support this application	<input type="checkbox"/>
5.7	National Code 2018	
<p>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.</p>		
<i>Evidence to demonstrate compliance all standards must be provided on a USB</i>		On USB <input checked="" type="checkbox"/>
Standard 1 – Marketing information and practices		
1.1	Proposed marketing material (this may include the provider's prospectus, application forms and overseas student handbooks or information packages).	<input checked="" type="checkbox"/>
Standard 2 – Recruitment of an overseas student		
2.1	A copy of the application/enrolment form for overseas students.	<input type="checkbox"/>
2.2	A copy of the overseas student fee schedule.	<input type="checkbox"/>
2.3	Policies and procedures for assessing the student's academic and English language proficiency.	<input type="checkbox"/>
Standards 3 – Formalisation of enrolment and written agreement		
3.1	A copy of the Written Agreement.	<input type="checkbox"/>
3.2	A copy of the Refund and Cancellation Policy.	<input type="checkbox"/>
3.3	Policies and procedures to support compliance with Standard 3 of the National Code 2018.	<input type="checkbox"/>
Standard 4 – Education agents		
4.1	A list of proposed education agents.	<input type="checkbox"/>

4.2	Copies of all marketing materials supplied to education agents.	<input type="checkbox"/>
4.3	A copy of the Education Agent Agreement (a Memorandum of Understanding does not meet the requirements of the ESOS Act).	<input type="checkbox"/>
4.4	A policy and procedure for monitoring the activities of education agents to ensure the requirements of Standard 4 of the National Code 2018 are met.	<input type="checkbox"/>
Standard 5 – Younger overseas students		
5.1	For providers enrolling students under 18 years and welfare and accommodation services are approved by the provider and a CAAW letter is issued-	
	<input type="checkbox"/> Boarding	<input type="checkbox"/> Homestay program through a third party organisation, please provide name of organisation:
	<input type="checkbox"/> School-arranged homestay program	
For all providers-		
5.2	A policy and procedure for the welfare and accommodation of all students under 18 years including policies and procedures for sourcing, screening and monitoring accommodation arrangements for overseas students including the due diligence provisions for third party providers.	<input type="checkbox"/>
5.3	Policies and procedures for notifying the overseas student's parent or legal guardian immediately if the school provider is no longer able to approve the welfare arrangements of the overseas student.	<input type="checkbox"/>
5.4	Information to be provided to students on who to contact in emergency situations, including contact numbers of nominated staff members or services providers and how to seek assistance and report any incidents involving sexual, physical or other abuse.	<input type="checkbox"/>
For providers offering a school-arranged homestay program-		
5.5	Information on this homestay program and costs that is supplied to students/parents/guardians.	<input type="checkbox"/>
5.6	A copy of the homestay family selection criteria.	<input type="checkbox"/>
5.7	Process for ensuring compliance with state requirements for child welfare and protection.	<input type="checkbox"/>
5.8	Information on the monitoring processes.	<input type="checkbox"/>
For providers offering homestay program through a third party organisation to source homestays-		
5.9	Evidence that the school has assessed the third party homestay provider's policies and procedures for selecting, screening and monitoring any third party organisations.	<input type="checkbox"/>
5.10	A copy of the contract with the third party organisations.	<input type="checkbox"/>
5.11	Process for ensuring all third party organisations are complying with Child Safe Standard requirements.	<input type="checkbox"/>
For providers with approved boarding facilities-		
If you intend to offer boarding to overseas students:		
5.12	Information supplied to parents on the boarding options and costs.	<input type="checkbox"/>
5.13	Policies and procedures required under Child Safe Standards.	<input type="checkbox"/>
For schools offering boarding, if you intend to offer a vacation homestay program to overseas students:		
5.14	Information on the homestay program that is supplied to students/parents/guardians.	<input type="checkbox"/>
5.15	A copy of the homestay family selection criteria and checklist.	<input type="checkbox"/>
5.16	Policies and procedures required under Child Safe Standard requirements.	<input type="checkbox"/>
5.17	Information on the monitoring processes.	<input type="checkbox"/>
Standard 6 – Overseas student support services		
6.1	A Critical Incident policy and associated procedure.	<input type="checkbox"/>
6.2	An overseas student orientation program.	<input type="checkbox"/>
6.3	A staff orientation program in relation to the ESOS Act requirements for overseas students.	<input type="checkbox"/>
6.4	Information on the pastoral care/welfare related support services available to overseas students.	<input type="checkbox"/>
6.5	Information on the academic support services available to overseas students.	<input type="checkbox"/>
Standard 7 – Overseas student transfers		
7.1	A policy and procedure for assessing transfer requests.	<input type="checkbox"/>
7.2	A copy of the application to transfer form.	<input type="checkbox"/>
7.3	A copy of the letter template granting the transfer request.	<input type="checkbox"/>
7.4	A copy of the letter template refusing the transfer request.	<input type="checkbox"/>
Standard 8 – Overseas student visa requirements		
8.1	A copy of the policy and procedure for monitoring a student's workload, attendance and course progress.	<input type="checkbox"/>
8.2	A copy of warning/intervention letters for students are risk of breaching attendance and course progress requirements.	<input type="checkbox"/>
8.3	A copy of the intention to report letters for breaches of course progress and attendance requirements.	<input type="checkbox"/>
Standard 9 – Deferring, suspending or cancelling the overseas student's enrolment		
9.1	A copy of the policy and procedure for assessing, approving and recording a deferment of the start of study, a suspension of study, as well as provider initiated suspension and cancellation of enrolment.	<input type="checkbox"/>
9.2	A copy of the application to defer/suspend enrolment.	<input type="checkbox"/>
9.3	A copy of the intention to suspend/cancel enrolment letter.	<input type="checkbox"/>
9.4	A copy of a suspension/cancellation of enrolment letter.	<input type="checkbox"/>

Standard 10 – Complaints and appeals		
10.1	A copy of the policy and procedure for handling complaints and appeals.	<input type="checkbox"/>
10.2	A copy of the Proforma for recording responses and actions in relation to the student's complaint.	<input type="checkbox"/>
10.3	A copy of the letter advising of the outcome of the internal complaints and appeal process and reason for decision made, including information about accessing the school's external complaints an appeals process (if the decision is not in favour of the student).	<input type="checkbox"/>
Standard 11 – Additional Registration requirements including notification to the Education Standards Board		
11.1	A copy of the policy and procedure for ensuring that the school's staffing resources are adequate for the size of the school's overseas students program.	<input type="checkbox"/>
11.2	A copy of the procedure for notifying the Education Standards Board of any changes to the ownership or management of the provider.	<input type="checkbox"/>
For providers NOT receiving Commonwealth Government funding:		
12.1	Providers must demonstrate compliance with the Education Services for Overseas Students Act 2000. Evidence of an appropriate designated account with an Australian Authorised Deposit-taking Institution and a policy and procedure for use of the account.	<input type="checkbox"/>

Section 6 - Statutory Declaration

6.1	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>	Date
	Before me,	
	<i>Signature of Authorised Witness</i>	Date

6.2 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 	<ul style="list-style-type: none"> • Judges and Masters of the District Court • Magistrates • Practitioners of the Supreme Court