



NOTIFICATION to cancel registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

About this form

This form is to be used to notify the Education Standards Board that you would like your school to be removed from the CRICOS register and cancel your CRICOS registration. The information you provide will assist the Education Standards Board to remove the school from CRICOS in the Provider Registration and International Student Management System (PRISMS) on an appropriate date.

Confirmation of Enrolments (CoE's)

Cancellation requests cannot be actioned until there are no active CoE's. The requested cancellation date must be later than the Actual End Dates for all CoE's listed in PRISMS.

Cancellation process

The Education Standards Board will provide an acknowledgement of this notification and confirm the intended cancellation date. A cancellation notification will be sent to the DoET for actioning in the PRISMS database. The Principal Executive Officer (PEO) will receive a confirmation email from the DoET when registration has been cancelled and the school has been removed from PRISMS.

Education services must not be provided to overseas students on student visas after the school and its campuses have been removed from CRICOS.

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 CRICOS 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

Fees

There is no fee for this notification.

Section A: School Information

| | | |
|----------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1 | School details | |
| 1.1 | School name | |
| 1.2 | CRICOS Provider Code | |
| 1.2 | Request the date for the school to be removed from CRICOS | <i>This is the date the school will have no active CoE's and will cease delivery of education services to overseas students.</i> |
| 2 | Principal Executive Officer (PEO) details | |
| 2.1 | Name | |
| 2.2 | Position title | |
| 2.3 | Email | |
| 3 | Contact person responsible for this notification (if different from the PEO) | |
| 3.1 | Name | |
| 3.2 | Position title | |
| 3.5 | Email | |

Section B: Authorisation to cancel CRICOS registration

| | | |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 4 | To be completed by the Principal Executive Officer (PEO) | |
| I | | |
| | <i>(Print full name and position title)</i> | |
| of | | |
| | <i>(Name and address of the school)</i> | |
| | <ul style="list-style-type: none"> ➤ I confirm there are no current Confirmations of Enrolments at this school ➤ I declare that the information provided in and attached to this notification is, to the best of my knowledge, true and correct. | |
| | | |
| | <i>(Signed)</i> | <i>(Date)</i> |