APPLICATION: 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 2019* (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				

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** *Attach a copy of the Certificate of Registration of a Company or the Certificate of Incorporation*

1.4	**Type of legal entity**				
	☐	Corporation	☐	Sole trader
	☐	Incorporated association	☐	Partnership
	☐	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** *(usually the school address)*			
	Street address			
	Postal address *(if different from street address)*			
	Phone		Email	
	Mobile		Email for invoices	

1.8	**Principal place of business** *(if different from the head office details)*	
	Street address	
	Postal address *(if different from street address)*	

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?**	
	☐ Yes *If yes, continue to 2.2*	☐ No *If no, continue to 2.3*

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?**	
	☐ Yes *If yes, please provide the following information*	☐ 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?**		
	☐ Yes		☐ 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.**		
	☐ Under 16 year olds	☐ Under 18 year olds	☐ 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.**		
	☐ Parent/Guardian	☐ Off-campus boarding	
	☐ On-campus boarding	☐ Homestay	
	☐ 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**		
	☐ Primary school studies (Years R – 6)	☐ Senior Secondary Studies (Years 11-12)	
	☐ Junior Secondary studies (Years 6/7-10)	☐ ELICOS *Attach evidence of compliance with the ELICOS Standards 2018*	
4.3	**If the school is offering a senior school qualification, please indicate which accreditation**		
	☐ SACE ☐ IB	☐ 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
# Example	*Senior Secondary*	*80*	*24*	*$A*	*$B*	*=$A + $B*

#1						
#2						
#3						
#4						

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.

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.

Registered Course cost on PRISMS is the combined total of the tuition fees and non-tuition fees for the entire duration of the course.

4.5	**Arrangements with other CRICOS providers. Will other CRICOS providers be delivering the course/s?** *(If more than 2 providers, please attach additional pages)*		
	☐ Yes If yes, please provide the following information *Insert more rows if required.*	☐ 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?	☐ Yes *Provide evidence including description of parts of course including the percentage number of hours to be delivered online or by distance education*	☐ 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?	☐ Yes *Provide evidence including description of parts of course including the percentage number of hours to be delivered online or by distance education*	☐ No
4.6	**Location of all sites where overseas students will be scheduled to attend classes**		
	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	

Evidence must demonstrate compliance with Sections 1 – 4 and must be provided on a USB	On USB ☒
5.1	**Evidence related to Sections 1 – 4**

	Certificate of Registration of a Company or the Certificate of Incorporation	☐
5.2	**For providers NOT receiving Commonwealth Government funding**	
	Evidence of an appropriate designated account with an Australian Authorised Deposit-taking institution and a policy and procedure for the use of this account	☐
5.3	**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 to demonstrate compliance with all standards must be provided on a USB. Please ensure the document you provide addresses all criteria in the National Code 2018.*	On USB ☒

Standard 1 – Marketing information and practices		
Criteria	Types of evidence	
1.1 – 1.5	Proposed marketing material (this may include the provider's prospectus, application forms and overseas student handbooks or information packages).	☐
1.1 & 1.5	Policy and procedures to support compliance with Standard 1 of the National Code 2018.	☐
Standard 2 – Recruitment of an overseas student		
Criteria	Types of evidence	
2.1	Information provided to overseas students of all course details and arrangements (2.1.1 – 2.1.11), including Application/Enrolment form.	☐
2.2	Policies and procedures for assessing the student's academic and English language proficiency.	☐
2.3 – 2.5	Policy and process for assessing and granting RPL &/or course credits (if applicable) and providing a record to the student in writing, including any impact on their course CoE (update in PRISMS).	☐
Standards 3 – Formalisation of enrolment and written agreement		
Criteria	Types of evidence	
3.1 - 3.5	Written Agreement	☐
3.6	Policies and procedures to support compliance with Standard 3 of the National Code 2018.	☐

Standard 4 – Education agents		
Criteria	Types of evidence	
4.1-4.3	Education Agent Agreement (*a Memorandum of Understanding does not meet the requirements of the ESOS Act*).	☐
4.4 – 4.6	Policies and procedures for monitoring the activities of education agents to ensure the requirements of Standard 4 of the National Code 2018 are met.	☐
Standard 5 – Younger overseas students		
Criteria	Types of evidence	

	Type of accommodation to be offered for students	
	☐ Boarding	☐ Homestay program through a third party organisation Name of organisation: _____ _____
	☐ School-arranged homestay program	

	For providers enrolling students under 18 years and welfare and accommodation services are approved by the provider and a CAAW letter is issued-	
For all providers-		
5.1	Evidence for 5.1 verified from the 2018 Self-Review and Verification of meeting the Standards for Registration and Review of Registration of Schools in South Australia.	
5.2	Emergency contact information for students, including contact numbers of staff members or services providers and how to seek assistance and report an incident of alleged or actual abuse.	☐
5.3.5	Process for updating contact details of students, parents/guardians, other responsible adults	☐
5.4	Process for notifying the overseas student's parent or legal guardian immediately if the school provider is no longer able to approve the student's welfare arrangements.	☐
5.5	Process for managing a student unable to be contacted &/or for whom there is a welfare concern.	☐
5.7	Policy to manage transfer of welfare arrangements for a new student enrolment currently under another welfare arrangement so that the student's welfare is maintained with no gap, including visa obligations.	☐
For providers offering a school-arranged homestay program-		
	Information on this homestay program and costs supplied to students/parents/guardians.	☐
5.3	Policies and procedures for the welfare and accommodation of all students under 18 years including sourcing, screening and monitoring accommodation arrangements and ensuring these are suitable in an ongoing capacity until the student turns 18 years.	☐
5.3.1	Advise Immigration of dates for accepting responsibility for the student's accommodation and welfare.	☐
5.3.2	Provide Working With Children Checks (or equivalent) records for adults involved in or providing accommodation &/or welfare.	☐
5.3.3	Documentation showing that accommodation is checked prior to being approved and at least 6 monthly thereafter.	☐
5.3.4, 5.3.6	Processes to manage changes to a student's arrangements, including disruption to accommodation, changes in care where CAAW is nullified, other interruptions to welfare arrangements.	☐
5.6	Process to ensure that a student's accommodation and welfare arrangements will continue after their course enrolment is cancelled or suspended until any of 5.6.1 – 5.6.4 apply.	☐
For providers offering homestay program through a third party organisation to source homestays-		
	Information on homestay program/s on offer and costs supplied to students/parents/guardians.	☐
5.3	A copy of the contract with the third party organisations.	☐
5.3.1	Advise Immigration of dates for accepting responsibility for the student's accommodation and welfare.	☐
5.3.2	Process for ensuring all third party organisations are complying with child protection requirements, including Working With Children Checks (or equivalent) records for adults involved in or providing accommodation &/or welfare.	☐
5.3.3	Documentation showing that accommodation is checked prior to being approved and at least 6 monthly thereafter.	☐
5.3.4, 5.3.6	Processes to manage changes to a student's arrangements, including disruption to accommodation, changes in care where CAAW is reversed, other interruptions to welfare arrangements.	☐
5.3.7	Evidence that the school has documentation for selecting, screening and monitoring any third party organisations they engage with.	☐
5.6	Evidence that third party contracts support a student's accommodation and welfare arrangements continuing if their course enrolment is cancelled or suspended until any of 5.6.1 – 5.6.4 apply.	☐
For providers with approved boarding facilities- **If you intend to offer boarding to overseas students:**		
	Information supplied to students/parents/guardians on the boarding options and costs.	☐
5.1	Policies and procedures required under child protection requirements.	☐
5.3.1	Advise Immigration of dates for accepting responsibility for the student's accommodation and welfare.	☐

5.3.2	Provide Working With Children Checks (or equivalent) records for adults involved in or providing accommodation &/or welfare for boarding students.	☐
5.3.4, 5.3.6	Processes to manage changes to a student's arrangements, including disruption to accommodation, changes in care where CAAW is reversed, other interruptions to welfare arrangements.	☐
5.6	Evidence that a student's boarding accommodation and welfare arrangements will continue if their course enrolment is cancelled or suspended until any of 5.6.1 – 5.6.4 apply.	☐
For schools offering boarding- **If you intend to offer a vacation homestay program to overseas students:**		
	Information supplied to students/parents/guardians on the vacation homestay program.	☐
5.3.2	Process for managing Working With Children Checks (or equivalent) records for adults involved in or providing vacation homestay accommodation &/or welfare.	☐
5.3.4	Process for managing emergency situations and critical incidents during the vacation homestay.	☐
5.3.7	Processes for screening, selection and monitoring of families for the vacation homestay.	☐
Standard 6 – Overseas student support services		
Criteria	**Types of evidence**	
6.1	Information on the overseas student orientation program.	☐
6.2, 6.9	Information on the pastoral care/welfare related support services available to overseas students.	☐
6.3 - 6.4	Information on the academic support services available to overseas students.	☐
6.5	Information outlining the designated staff member(s) to be the official point of contact for overseas students	
6.7	A staff orientation program in relation to the ESOS Act requirements for overseas students.	☐
6.8	A Critical Incident policy and associated procedure.	☐
Standard 7 – Overseas student transfers		
Criteria	**Types of evidence**	
7.1 - 7.7	A policy and procedure for assessing and processing transfer requests.	☐
7.2	Application to transfer form.	☐
7.4	Letter template granting the transfer request.	☐
7.5 - 7.6	Letter template refusing the transfer request.	☐
Standard 8 – Overseas student visa requirements		
Criteria	**Types of evidence**	
8.1 - 8.7	Policies and procedures for monitoring a student's workload, attendance and course progress.	☐
8.13	Letter template for warning/intervention of students at risk of breaching attendance and course progress requirements.	☐
8.13.2	Letter template for intention to report breaches of course progress and attendance requirements.	☐
Standard 9 – Deferring, suspending or cancelling the overseas student's enrolment		
Criteria	**Types of evidence**	
9.1 - 9.6	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.	☐
9.1	Application to defer and/or suspend enrolment.	☐
9.4	Intention to suspend and/or cancel enrolment letter.	☐
9.5	Suspension and/or cancellation of enrolment letter.	☐
Standard 10 – Complaints and appeals		
Criteria	**Types of evidence**	
10.1	Policy and procedure for handling complaints and appeals.	☐
10.2	Template for recording responses and actions in relation to the student's complaint.	☐
10.2	Complaints form.	
10.2 - 10.4	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).	☐
Standard 11 – Additional Registration requirements including notification to the Education Standards Board		
Criteria	**Types of evidence**	
11.1 - 11.3	Policy and procedure to support compliance with Standard 11 of the National Code 2018.	☐

Section 6 - Statutory Declaration

6.1	**To be completed by the Principal Executive Officer (PEO)/ School Principal**
I	
	(Full name and occupation of Principal Executive Officer)
of	
	(Name and address of legal entity making the application)

do solemnly and sincerely declare that I have never:
- 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

to the best of my knowledge and belief, all of the information provided in and with this application is true and correct.

Signature of Principal Executive Officer	**Date**
Before me,	
Signature of Authorised Witness	**Date**

6.2	**Who can certify or witness statutory declarations?**	
• Justice of the Peace		• Judges and Masters of the District Court
• Members of the Police Force		• Magistrates
• Judges and Masters of the Supreme Court		• Practitioners of the Supreme Court