Amendment to course registration (CRICOS)

This form is to be used by SCHOOLS registered in Queensland and on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

*If you have any queries regarding this application, please contact the International Quality (Schools) Unit on*

*(07) 3513 6748 or via email at* [*InternationalRegistration@qed.qld.gov.au*](mailto:InternationalRegistration@qed.qld.gov.au)

Provider details

|  |  |
| --- | --- |
| Legal entity name / Governing body name |  |
| Trading name |  |
| CRICOS code |  |
| Contact name if further information is required |  |
| Phone number – please provide a direct number if possible |  |
| Email address |  |

Type of course amendment required

*Please indicate which amendments are required:*

|  |
| --- |
| VET delivery arrangement  Update course cost  New course registration  Course cancellation |

Third-party VET delivery arrangements

Notify of new third-party VET delivery arrangement

*To notify of a new VET delivery arrangement OR to add courses to an existing arrangement, please complete the table below.*

*To notify of more than one new VET arrangement (multiple new RTOs), please replicate this table as many times as required.*

|  |  |
| --- | --- |
| RTO name and RTO code |  |
| List of qualifications:  (*e.g. BSB30115 Certificate III in Business)* | |

Remove existing third-party VET delivery arrangement

To notify the school no longer offers an arrangement with an existing provider, please complete the table below.

Please note – there are two options: Either advise you wish to remove all arrangements with an RTO or advise you would like to remove certain courses under an existing arrangement (the arrangement will remain in effect).

*To notify of more than one new VET amendment, please replicate this table as many times as required.*

|  |  |
| --- | --- |
| Notify the following RTO no longer offers courses under a VET arrangement with the school  OR  Notify the following courses are no longer offered to overseas students under an existing VET arrangement | |
| RTO name and RTO code |  |
| List of qualifications:  (*e.g. BSB30115 Certificate III in Business)* | |

Updating course costs^

Please note, once a course has been registered on PRISMS only the cost of the course can be amended. Any other changes, such as changes to the duration or title of the course, will require a new CRICOS course registration.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRICOS course code | Name of course | Estimated total TUITION fees | Estimated total NON-TUITION fees | Estimated TOTAL registered course cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Required evidence:  Fee schedule for overseas students  Optional documentation:  Course costings spreadsheet (if used by the school) | | | | |

^ see *course* *notes* below

New course registration^

Note: To provide information on more than 1 registered course, please replicate the course table as many times as required.

|  |  |
| --- | --- |
| Course 1  What course do you intend to offer to overseas school-sector students?  Primary school studies  Select years:  Prep  Year 1  Year 2  Year 3  Year 4  Year 5  Year 6  Junior Secondary Years  Select years:  Year 7  Year 8  Year 9  Year 10  Senior Secondary Years 11 and 12 (QCE Program)  International Baccalaureate – Primary Years program  International Baccalaureate – Middle Years program  International Baccalaureate – Diploma program  ELICOS program  Select:  Primary school preparation  High School preparation  Select number of units:  1  2  3  4 | |
| Total registered course duration (in years) |  |
| Total tuition-fees for the course \* |  |
| Total non-tuition fees for the course \* |  |
| **TOTAL course cost to be registered** |  |
| Required documentation to be provided:  Fee schedule for overseas students  Optional documentation:  Course costings spreadsheet (if used by the school)  Additional required documentation for the *International Baccalaureate programs*:  Evidence of IB accreditation  Proposed marketing material  Additional required documentation for *ELICOS programs*:  Overseas students fee schedule  Evidence of compliance with ELICOS Standards \*  Marketing material | |

^ see *course* *notes* below

\* This can be achieved by providing evidence of NEAS endorsement. For schools not NEAS endorsed, please contact International Quality (Schools) Unit for further direction.

^ Course Notes:

Tuition fee information

The ‘tuition’ fee category will include tuition fees, compulsory student amenity fees or levies, as well as any compulsory fees for texts/equipment/protective clothing/field trips/laboratory work supplied by the provider that are required for the student to undertake the registered course.

Non-tuition fee information

The ‘non-tuition’ fee will include administration fees, school uniforms, stationary, any third-party fees such as the QCAA fees or OSHC. Where a provider accepts welfare for unaccompanied students, the fee information must also include accommodation costs such as boarding or, provider-arranged homestay fees and homestay fees paid to a third-party home-stay provider.

One-off fees (non-tuition)

This includes fees such as an enrolment bond or acceptance fee (unless the acceptance fee will be subtracted from the student’s first instalment of tuition fees’, in which case it must be included into the provider’s tuition fees).

Any fees paid by the student prior to acceptance into the course (e.g., application fees) fall outside the scope of the registered course cost.

Total tuition fees for the duration of the course \*

(i.e., annual tuition fee x duration in years). This value will be recorded as the registered tuition cost in PRISMS.

Total non-tuition fees for the duration of the course \*

(i.e., annual non-tuition fee x duration in years + any one-off fees). This value will be recorded as the registered non-tuition cost in PRISMS.

Course cancellation

|  |  |
| --- | --- |
| Please note, if you have any current students enrolled in a course to be cancelled, the course will have a ‘Stop CoE’ imposed, until such time as there are no current enrolments in the course. | |
| CRICOS course code | Name of course |
|  |  |
|  |  |
|  |  |

Payment and submission details

*Application fee*

Please be advised, an application fee applies to amendments to registration. You will be invoiced upon receipt of this application.

For current fees, please refer to our [website](https://www.qld.gov.au/education/international/cricos).

*Submission requirements*

All applications must be submitted electronically; hard copies of documents will not be accepted.

The completed form should be returned to the International Quality (Schools) Unit via email at:

[InternationalRegistration@qed.qld.gov.au](mailto:InternationalRegistration@qed.qld.gov.au)

If you have any questions regarding this form, please contact us on **(07) 3513 6748.**

|  |
| --- |
| Privacy notice: *The International Quality (Schools) Unit collects ‘personal information’ within the meaning of the Queensland Government Information Privacy Act 2009, which deals with the collection and handling of such information by government agencies.*  *Information collected on this form is in accordance with the Commonwealth’s Education Services for Overseas Students (ESOS) Act 2000 and the Education (Overseas Students) Act 2018 (Qld) to update details on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The department will provide registration information to the Australian Government’s Department of Education (DoE) for publication on the national register.*  *Personal information is collected and used to:*   * *process applications* * *ask further questions or request further information* * *enable the International Quality (Schools) Unit to make decisions under the Education (Overseas Students) Act 2018 (Qld) and Education Services for Overseas Students Act 2000 (C’wlth)*   *The type of personal information collected may include:*   * *personal details, including name, postal address, phone number, email* * *enquiries or complaints*   *Personal information may be disclosed to third party entities if applicable. Examples of these entities are:*   * *The Queensland Minister for Education* * *The Director-General (or delegate) and other relevant areas within the Queensland Department of Education* * *The Australian Government’s Department of Education (DoE)* * *International Quality (Schools) Unit staff administering and processing CRICOS applications and registration amendments*   *Certain information collected may also be published under the Open Data (*[*data.qld.gov.au*](https://data.qld.gov.au/)*) if suitable for release.*  *In other instances, information collected can be disclosed without further consent where authorised or required by law.* |