Imposing a school-initiated welfare condition

(CRICOS)

This form is to be used by SCHOOLS to impose a school-initiated welfare restriction.

*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*

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 |  |

Please provide the following documentation:

* Updated Overseas student fee schedule, including revised non-tuition costs to remove accommodation expenses
* Revised St.7 Transfer policy
* Revised St.5 Accommodation and Welfare policy
* Signed Welfare Declaration (CRICOS)



Welfare Declaration

This declaration is to be used by a school to advise the Department of Education of their decision not to accept welfare responsibility for any overseas student (under the age of 18 years) enrolled in the school’s CRICOS program, not in the care of a parent or Immigration-approved relative.

This declaration confirms the school’s intention not to issue a *Confirmation of Appropriate Accommodation and Welfare* (CAAW) letter to any overseas student.

Within the meaning of Standard 5 of the [*National Code of Practice for Providers of Education and Training to Overseas Students 2018*](https://www.legislation.gov.au/Details/F2017L01182) (C’th) [the ‘National Code’], welfare responsibility includes approving the accommodation, support and general welfare arrangements of a student not in the care of a parent or Immigration-approved relative.

*The following declaration must be completed by the person nominated by the school’s governing body as the Principal Executive Officer (PEO):*

I, [NAME], in my capacity as the PEO for [Governing body name] trading as [Name of School] [CRICOS Code] (hereinafter referred to as “the school”) make the following declarations:

1. The school will restrict its enrolment of overseas students (under 18 years) to only those students who are in the care of a parent or Immigration-approved relative.
2. The school will not issue a *Confirmation of Appropriate Accommodation and Welfare (CAAW)* letter, for overseas students under the age of 18.
3. The school will not advertise, in its capacity as a registered CRICOS provider, any boarding, homestay or other accommodation arrangements that either state or imply that these are available to overseas students.
4. In its dealings with any education agents, the school will expressly stipulate the position that it does not enroll overseas students under 18 years who are not in the care of a parent or Immigration-approved relative.
5. The school’s Welfare policy for overseas students will expressly stipulate the position that it does not enroll overseas students under 18 years who are not in the care of a parent or Immigration-approved relative.
6. In the event that the school determines to amend its policy to accept welfare for an overseas student under 18 years who is not in the care of a parent or Immigration approved relative, the school will:
	1. provide all necessary documentation required under Standard 5 of the [*National Code of Practice for Providers of Education and Training to Overseas Students 2018*](https://www.legislation.gov.au/Details/F2017L01182) to the International Quality (Schools) Unit for a suitability and compliance assessment.
	2. not offer welfare responsibility, or issue a CAAW until after the suitability and compliance assessment has been undertaken and the International Quality (Schools) Unit has advised the school of an assessment decision.
7. As the PEO, I understand that any actions undertaken that are contrary to the statements in this declaration may result in a condition being imposed on the school under section 33 of the *Education (Overseas Students) Act 2018.*
8. As the current PEO of the school, I will inform my next successor that this restriction is in effect.

PRINT NAME

SIGNATURE

DATE

Submission requirements

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

The completed form, and all documents, should be forwarded to the International Quality (Schools) Unit via email at:

 InternationalRegistration@qed.qld.gov.au

We advise there is a size limit on this inbox. You may wish to zip files before emailing or alternatively email documents across a number of individual emails.

*Important:*

Document transfer applications such as DropBox, WeTransfer or Google-drive are not supported by the Department of Education’s IT systems.

SharePoint is supported by the Department’s IT systems and is an effective mechanism to transfer files.

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| 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 assess your application to vary your state approval and registration 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.*  |