Removal of school-initiated welfare condition (CRICOS)

This form is to be used by SCHOOLS to request the removal of 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

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| 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 |  |

Accommodation options for unaccompanied students under 18 years of age

What accommodation options will you offer to students on a CAAW?

*Choose all options that are applicable*

[ ]  Boarding in an accredited boarding house (complete section a) below)

[ ]  Homestay in a provider-arranged homestay program (complete section b) below)

[ ]  Homestay via parent-requested arrangements (complete section c) below)

[ ]  Homestay in a third-party arranged homestay program (complete section d) below)

[ ]  Vacation-stay for overseas students (complete section e) below)

Please provide the following documentation:

* Updated Overseas student fee schedule, including revised non-tuition costs to account for accommodation expenses
* Revised St.7 Transfer policy incorporating the requirements as they relate on an inbound student on a CAAW
* Revised St.5 Accommodation and Welfare policy
1. *For schools offering* ***boarding****:*

Provide any documents that demonstrate how you, as the education provider, will comply with the requirements of Standard 5 – these may include

* + code of conduct / behavioural expectations, if specific to international students
	+ processes for ongoing monitoring of boarder well-being, and the support available
	+ processes for ensuring regular communication between you and parents of overseas students throughout their residency
	+ processes for risk mitigation, including emergency contact, serious incident management, re-location strategy
1. *For providers offering homestay in a* ***provider-arranged homestay program****:*

Provide any documents that demonstrate how you, as the education provider, will comply with the requirements of Standard 5 – these may include:

* + information on the homestay program that is supplied to students and parents (host / education provider responsibilities)
	+ homestay host application form and / or process
	+ homestay family selection criteria
	+ home visit checklist
	+ homestay contracts (e.g., host family / student)
	+ orientation program for new homestay hosts
	+ blue card monitoring process or template register
	+ homestay student monitoring process
	+ homestay student / host family survey
	+ homestay risk mitigation strategy e.g., 24-hour emergency contact, serious incident management, re-location plan
	+ process for confirming with parents the student’s safe arrival onshore or in home country, as agreed
1. *For providers offering homestay via* ***parent-requested*** *accommodation arrangements*:

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| Parent-requested accommodation arrangements are limited to those circumstances where the overseas parent personally knows the nominated homestay carer. Where there is no personal relationship between parent and carer (e.g., an education agent or other party is nominating a host on the parent’s behalf), the provider must instead meet the compliance requirements for approving and monitoring a *school-arranged* homestay arrangement, as outlined above. |

Provide any documents that demonstrate how you, as the education provider, will comply with the requirements of Standard 5 – these may include

* + information on the homestay program that is supplied to students and parents (host / education provider responsibilities), including advice that the education provider retains welfare responsibility
	+ process for checking the initial suitability of the requested host family, including ensuring the nominated hosts are personally known to the overseas parent
	+ home visit checklist
	+ homestay contract (e.g., host family / student)
	+ orientation for accepted homestay hosts
	+ blue card monitoring process or template register
	+ homestay student monitoring process
	+ homestay risk mitigation strategy e.g., 24-hour emergency contact, serious incident management, re-location plan
	+ process for confirming with parents the student’s safe arrival onshore or in home country, as agreed
1. *For providers offering homestay in* ***third-party arranged homestay program****:*

Provide any documents that demonstrate how you, as the education provider, will comply with the requirements of Standard 5 – these may include:

* a copy of the current Memorandum of Understanding (MOU), or another contract between you, as the education provider, and the third-party homestay provider
* If not covered under the MOU or contract, provide any documents that further demonstrate how you will comply with the requirements of Standard 5 e.g.,
* the responsibilities of the third-party homestay provider, education provider, hosts and student
* confirmation the education provider retains overall responsibility for each student’s welfare
* child protection measures in place (including the need for blue cards for household members over 18 years)
* regular support / monitoring of overseas students throughout the placement
* risk mitigation strategies e.g., 24-hour emergency contact, serious incident management and re-location strategy
* the staff member who will routinely liaise with the third-party provider and respond to any serious incident identified.
1. *For providers allowing* ***onshore vacation stay*** *for students on a CAAW*

Are overseas students given the option to stay onshore for longer vacation periods?

[ ]  Yes [ ]  No, students must return home overseas

If YES, how is your vacation program for overseas students managed?

[ ]  provider self-manages requests & approvals [ ]  via third-party homestay provider

Where the provider self-manages vacation leave arrangements:

Provide any documents that demonstrate how you, as the education provider, will comply with the requirements of Standard 5 – these may include

* + information provided to parents about the vacation leave options available to overseas students
	+ information about the process to be followed to request vacation leave
	+ vacation request form (with capacity to record approval or refusal of the request)
	+ guidance about what is required in order for a request to be approved e.g., behaviour rules, prohibited activities, criteria for selection and approval where hosts are accepted from the school or local community
	+ risk mitigation strategies including 24-hour emergency contact, serious incident management, re-location strategy

Where the provider engages a third-party homestay provider to assist with vacation leave:

* Attach a copy of the current Memorandum of Understanding (MOU), or another contract in place between you, as the education provider, and the third-party homestay provider.
* If not covered under the MOU or contract, provide any documents that further demonstrate how you will comply with the requirements of Standard 5 e.g.,
* the responsibilities of the homestay provider, education provider and student
* confirmation the education provider retains overall responsibility for each student’s welfare
* child protection measures in place (including the need for blue cards where household members are over 18 years)
* support / monitoring of overseas students throughout the placement
* risk mitigation strategies e.g., emergency contact, serious incident management
* the staff member who will liaise with the third-party provider during the school closure and respond to any serious incident.

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.*  |