Application for initial approval (CRICOS)

This form is to be used by SCHOOLS seeking approval to offer a course/s at a location/s to an overseas student in Queensland and registration 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*

Part 1 - Provider Details

|  |  |
| --- | --- |
| Legal entity name / Governing body name |  |
| Trading name |  |
| ABN / ACN |  |

Declaration – Authorised person (Principal Executive Officer)

The application for approval to provide a course or courses at a location or locations to overseas students must be made on behalf of the school by the school’s governing body or a person authorised in writing by the school’s governing body.

By signing the declaration, the person identified below confirms that the information provided in this application is, to the best of their knowledge, true and correct.

|  |  |
| --- | --- |
| Full name |  |
| Position in relation to the governing body |  |
| Signature | Date |

Authorised person details – Principal Executive Officer (PEO)

|  |
| --- |
| This person (e.g., the principal of the school) has been nominated by the school’s governing body to assume the responsibilities of the *Principal Executive Officer* under ESOS. It is the responsibility of the Principal Executive Officer (PEO) to ensure that the school:* satisfies the General Obligations on registered providers, in accordance with [Part 3, Division 1, ESOS Act 2000](https://www.legislation.gov.au/Details/C2022C00066);
* receives tuition fees in accordance with the requirements specified under [Part 3, Division 2, ESOS Act 2000](https://www.legislation.gov.au/Details/C2017C00292);
* implements the National Code, as specified under [Part 4, ESOS Act 2000](https://www.legislation.gov.au/Details/C2017C00292);
* where welfare responsibility has been accepted under a CAAW, fulfils all obligations in accordance with requirements of [Standard 5 of the National Code 2018](https://www.legislation.gov.au/Details/F2017L01182);
* satisfies the obligations on registered providers when a provider or student defaults, in accordance with [Part 5, Division 2, ESOS Act 2000](https://www.legislation.gov.au/Details/C2017C00292); and
* pays all Commonwealth and Designated State Authority (DSA) regulatory fees associated with the school’s CRICOS registration.

The person identified as the Principal Executive Officer will also be the point of contact for:* this application, should further information be required, and
* any matters pertaining to the school’s compliance in relation to the school’s approval under the EOS Act and registration on CRICOS during the course of the school’s registration, if approved.
 |
| Title |  |
| First name/s |  |
| Surname |  |
| Position |  |
| Email address^ |  |
| Phone number |  |

^ Please note, to enable multi-factor authentication in PRISMS, the email address must represent a personal email address rather than a generic school-based email address.

Contact person for day-to-day operational matters

|  |
| --- |
| Please nominate a day-to-day contact for operational matters in relation to the this CRICOS registration.Please indicate whether this person is to be included in any correspondence in relation to this application for registration:[ ]  Yes [ ]  No |
| Full name |  |
| Position |  |
| Email address |  |
| Phone number |  |

Part 2 - School Details

How many domestic students are currently enrolled at the school? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the school identify as

 [ ]  Independent

 [ ]  Catholic

 [ ]  Government

[ ]  Other – please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accreditation and funding arrangements

Code on the Queensland register of non-State schools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the school in receipt of recurrent Commonwealth funding? [ ]  Yes [ ]  No\*

*\* If NO, a ‘Fit & Proper Person’ declaration will be required at the time of lodging this application. For further information please contact the International Quality (Schools) Unit*

Address details

|  |  |
| --- | --- |
| Street address |  |
| Suburb |  |
| State |  | Post code |  |
| Phone number |  |
| Email address |  |
| Website |  |

Postal address

|  |
| --- |
| [ ]  Please indicated if Postal Address is the same as the Street Address |
| Postal address |  |
| Suburb |  |
| State |  | Post code |  |

Courses

Please provide the following documentation:

[ ]  Overseas student fee schedule

[ ]  If you intend to deliver an *International Baccalaureate program* to your overseas student cohort, please provide a copy of the IB endorsement letter confirming approval for each relevant course.

[ ]  If you intend to deliver an *ELICOS program*, such as High School Preparation, please provide the NEAS endorsement letter confirming course approval.

Course registration details

|  |
| --- |
| Course 1What 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 |
| 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** |  |

|  |
| --- |
| Course 2What 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 |
| 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** |  |
| Course 3What 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 |
| 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** |  |

Note: To provide information on more than 3 registered courses, please replicate the course table as many times as required.

^ 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

*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.

Senior Secondary Years 11-12 VET delivery

Do you intend offering overseas students the opportunity to incorporate a VET component into their Senior Secondary (QCE) program?

[ ]  Yes [ ]  No

If YES,will the school deliver these VET qualifications:

[ ]  in its capacity as a QCAA approved Registered Training Organisation

[ ]  under an arrangement with an external / third-party RTO

[ ]  a combination of both

*External / third-party RTO arrangements:*

Where the school has indicated it intends to deliver VET qualifications to its overseas students under an arrangement with an external / third-party RTO, please provide a list of the RTO/s and the qualification/s made available to overseas students.

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

Delivery locations

Main location

|  |
| --- |
| [ ]  Please tick if the main location address is the same as the street address above.Will the school be operating across more than one location? [ ]  Yes [ ]  No If YES, please complete the ‘Additional location’ information below. |
| Street address |  |
| Suburb |  |
| State |  | Post code |  |
| **Capacity at this location:** |
| Current number of domestic students at main location |  |
| Requested overseas student capacity at main location |  |
| If the school intends to operate across more than one location, please state the requested total overseas student capacity across ALL locations*\* Should the school require a total capacity in excess of 20 overseas students at initial point of registration, please ensure the application provides details of the additional staffing resources available at the school to meet the school’s obligations under, in particular, St.5 and St.6.* |  |
| **Student cohort at main location:** [ ]  Co-ed [ ]  Girls only [ ]  Boys only |
| **Accommodation and welfare options for students under 18 years of age enrolled at main location:** [ ]  No accommodation option (\* provider chooses not to accept welfare and accommodation responsibility under St.5 at main location) [ ]  Boarding [ ]  Homestay |
| **Courses to be delivered at main location:**[ ]  Primary School Studies[ ]  Junior Secondary Years[ ]  Senior Secondary Years 11 and 12[ ]  International Baccalaureate – Primary Years program[ ]  International Baccalaureate – Middle Years program[ ]  International Baccalaureate – Diploma program[ ]  High School Preparation or similar (ELICOS) |
| **Overseas Student Coordinator at main location:** |
| Full name |  |
| Position |  |
| Email address |  |
| Phone number |  |

Additional locations

*Note: for more than one additional location, please replicate this table as many times as required*.

|  |
| --- |
| If the school intends to operate across more than one location, please provide details of each of the additional locations. |
| Name of location |  |
| Street address |  |
| Suburb |  |
| State |  | Post code |  |
| Phone number |  |
| **Capacity at this additional location:** |
| Current number of domestic students at this additional location |  |
| Requested overseas student capacity at this additional location |  |
| **Student cohort at this additional location** [ ]  Co-ed [ ]  Girls only [ ]  Boys only |
| **Accommodation and welfare options for students under 18 years of age enrolled at this additional location** [ ]  No accommodation option (\* provider chooses not to accept welfare and accommodation responsibility under St.5 for students enrolled at the additional location) [ ]  Boarding [ ]  Homestay |
| **Courses to be delivered at this additional location**[ ]  Primary School Studies[ ]  Junior Secondary[ ]  Senior Secondary Years 11 and 12[ ]  International Baccalaureate – Primary Years program[ ]  International Baccalaureate – Middle Years program[ ]  International Baccalaureate – Diploma program[ ]  High School Preparation or similar (ELICOS) |
| **Overseas Student Coordinator at this additional location** |
| Full name |  |
| Position |  |
| Email address |  |
| Phone number |  |

Documentation

In what format has the school organised its **CRICOS documentation** for review?

[ ]  a staff handbook or manual

* Attach one copy of the of the staff handbook or manual to this application for assessment across all standards (below)

[ ]  a collection of stand-alone documents covering various CRICOS requirements

* Attach copies of relevant CRICOS documents to the application, where prompted under the standards (below)

Do you have an **international student handbook**?

[ ]  Yes [ ]  No

If YES,

[ ]  Attach one copy of the international student handbook to this application for assessment.

PART 3 – Consumer Protection

Marketing information & practices (Standard 1); Recruitment of an overseas student (Standard 2.1)

Please ensure the following information is published on the school’s website prior to submitting your renewal application:

* the school’s full legal entity name (governing body name) and CRICOS code (on website as well as on any downloadable documents for overseas students)
* key CRICOS policies
* *Entry requirements policy*
* *Deferring, suspending or cancelling the overseas student’s enrolment policy*
* *Accommodation and welfare policy*
* *Refund and cancellation policy*
* *Transfer policy*
* *Complaints and appeals policy*
* *Attendance monitoring policy*
* *Course progress monitoring policy*
* the following information:
* CRICOS course codes and course information
* Overseas student fee schedule outlining tuition and non-tuition fees for all registered courses
* Current [ESOS framework factsheet](https://www.education.gov.au/esos-framework/resources/international-students-factsheet), or link to the factsheet
* Information about accommodation options and cost of living in Australia.
* Is the school’s international student handbook (attached above under Section 2.4.2) to be assessed as part of the school’s evidence of complying with Standard 2.1 (i.e., required pre-enrolment information)?

☐ Yes ☐ No ☐ Not applicable

Recruitment of an overseas student (Standard 2.2)

Please provide the following documentation:

* *Entry requirements policy*
* Procedure for assessing an overseas student’s application for entry into the school’s CRICOS registered course/s.
* Any other documents the school chooses to submit to further demonstrate compliance with Standard 2.2 – these may include:
* Enrolment package issued by the school
* Enrolment package issued by an education agent

Formalisation of enrolment and written agreements (Standard 3)

Please provide the following documentation:

* A blank, stand-alone copy of the school’s written agreement template, including an imbedded *Refund policy* (Note: the agreement template must be extracted from any staff handbook)
* A stand-alone copy of the school’s *Refund policy.*
* Procedure for issuing written agreements to accepted overseas students
* Any other documents the school chooses to submit to further demonstrate compliance with Standard 3 – these may include:
* information (associated with Standard 3.3.6) about how the school protects the privacy of overseas students and manages information-sharing requirements with third-party entities engaged by the school (e.g., homestay hosts / education agents), particularly when dealing with medical matters or concerns about course progress / attendance.
* Enrolment checklist
* Correspondence templates sent to successful and unsuccessful overseas applicants
* Template ‘Letter of Offer’ for accepted overseas applicants subject to a transfer restriction

Overseas student transfers (Standard 7)

Please provide the following documentation:

* *Transfer policy*
* Procedure for assessing transfer requests
* Templates for requesting, approving or refusing a transfer
* transfer application form
* transfer approval letter
* transfer refusal letter
* Any other documents the school chooses to submit to further demonstrate compliance with Standard 7 – these may include:
* template ‘Letter of Offer’ for accepted overseas applicants who are subject to a transfer restriction with their current provider

Deferring, suspending or cancelling the overseas student’s enrolment (Standard 9)

Please provide the following documentation:

* Deferment, suspension and cancellation policy
* Procedures associated with:
* assessing a student-initiated request for deferment or suspension of enrolment due to compassionate or compelling circumstances
* student notification to cancel enrolment
* provider-initiated suspension or cancellation of enrolment
* Templates associated with student and provider-initiated actions under Standard 9:
* Student request to defer or suspend enrolment (e.g., application form)
* Letter templates informing the student of the school’s intention to suspend or cancel enrolment (including where extenuating circumstances apply)
* Template outcome letters for student-initiated requests to defer or suspend enrolment and school-initiated suspension or cancellation of enrolment
* Any other documents the school chooses to submit to further demonstrate compliance with Standard 9

Complaints and appeals (Standard 10)

Please provide the following documentation:

* *Complaints and appeals policy*
* Procedure for assessing an overseas student’s complaint or appeal
* Any other documents the school chooses to submit to further demonstrate compliance with Standard 10 – these may include:
* form for students to lodge a complaint
* proforma for recording responses and actions in relation to student complaints

Education agents (Standard 4)

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| --- |
| This section applies where **the school** engages any person or company, whether within or outside Australia, to:* represent or act on behalf of the school (or purports to do so) when dealing with prospective or accepted overseas students
* manage the school’s overseas student program.

Note the defining feature of an agent is not whether the school pays commission for each enrolment.Standard 4 obligations do not apply where an **overseas parent** engages the services of an agent to locate a school for their child and facilitate enrolment. |

Does the school intend to engage the services of an education agent to assist with the recruitment of overseas students?

[ ]  Yes [ ]  No

IfYES, please provide the following documentation:

* Education agent agreement template
* Procedures for:
* engaging and selecting education agents
* monitoring the activities of education agents
* Any other documents the school chooses to submit to further demonstrate compliance with Standard 4 – these may include:
* agent application forms
* agent handbooks
* agent monitoring forms
* survey templates

PART 4 – Student Welfare

For all overseas students under 18 years of age (Standard 5)

Orientation program (Standards 6.1, 6.5 and 5.2)

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| --- |
| At a minimum, orientation programs for new overseas students must include the following information: * the nominated official point of contact for overseas students, and any other key contacts
* 24-hour emergency contact at the school
* student-friendly information about how students can seek assistance and report any incidents or allegations involving actual or alleged sexual, physical or other abuse
* support services offered by the school (e.g., academic, English language, personal)
* complaints and appeals process
* course progress and attendance requirements
 |

Is the school’s international student handbook (previously attached) to be assessed as part of the overseas student orientation program?

[ ]  Yes [ ]  No [ ]  Not applicable

* Attach any other documents that contribute to the school’s orientation program – these may include:
* orientation program / checklist
* PowerPoint presentation
* boarding / homestay handbook
* excerpt from student diary
* screen shots from student portal or website

Student contact details (Standard 5.3.5 & ESOS Act s.21(2A))

Please provide the following documentation:

* Procedure for updating the school’s contact information for its overseas students in writing at least every 6 months, including in PRISMS.

Staff training (Standard 6.7)

Please provide the following documentation:

* a copy of the school’s staff training program, strategy or overview

*NOTE: A training program may take any format preferred by the school. At a minimum, it should identify the CRICOS processes and tasks requiring specific training at the school, and the staff who should be in receipt of that training.*

Accommodation and Welfare (Standard 5)

Younger overseas students

Please provide the following documentation:

* *Accommodation and welfare policy* - detailing elements such as:
* whether or not the school accepts welfare responsibility for unaccompanied overseas students under a CAAW.
* visa obligations relating to welfare (for CAAW holders and/or Guardian visa holders)
* accommodation options available to CAAW students during term time and vacation periods
* non-approval of welfare (grounds for reporting non-approval and implications for CAAW holders)

Accepting welfare responsibility

Does the school intend to accept welfare responsibility for a student under 18 years of age who is not accompanied by a parent or an Immigration-approved relative?

[ ]  Yes – please proceed to section - *Accommodation options*

[ ]  No - continue to the next question

School-initiated restriction on accepting welfare

|  |
| --- |
| Where a school does not wish to accept welfare responsibility for unaccompanied overseas students under the age of 18 years, there is capacity for a school-initiated welfare restriction to be put in place. This restriction means the school cannot issue a CAAW, and all accepted overseas students must be in the care of a parent or Immigration-approved relative. Where a self-imposed welfare restriction is applied, the school will not be required to submit documentation to demonstrate compliance with Standard 5, as outlined on this application form. |

If, under the section above, you advised the school will not issue CAAWs to unaccompanied students under 18 years:

* Please access a copy of the *Welfare Declaration* form from the Queensland Government website: <https://www.qld.gov.au/education/international/cricos> and submit the completed form with the school’s application for initial registration.

Please proceed to section - *Critical Incidents*.

Accepting welfare - accommodation options (Standard 5.3)

What accommodation options will the school 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 school-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)

1. *For schools offering* ***boarding****:*

Is the provider accredited to offer boarding through NSSAB?

[ ]  Yes [ ]  No [ ]  ELICOS enrolments only

If YES, is boarding offered to both domestic and international students?

[ ]  Yes [ ]  No

* If YES, please provide any documents that demonstrate how the provider complies with the requirements of Standard 5 – these may include:
* initial boarding application and approval process
* direct contact details for the boarding house
* code of conduct / behavioural expectations
* process for confirming with parents each student’s safe arrival onshore or in home country, as agreed
* processes for ongoing monitoring of boarder well-being, and the support available
* processes for ensuring regular communication between the provider and parents of overseas students throughout their residency
* processes for risk mitigation – emergency contact, serious incident management, re-location strategy
1. *For schools offering homestay in a* ***school-arranged homestay program****:*

Provide any documents that demonstrate how the school will comply with the requirements of Standard 5 – these may include:

* information on the homestay program that is supplied to students and parents (host / school 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 schools offering homestay via* ***parent-requested*** *accommodation arrangements*:

|  |
| --- |
| 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 school must instead meet the compliance requirements for approving and monitoring a *school-arranged* homestay arrangement, as outlined above. |

Provide any documents that demonstrate how the school will comply with the requirements of Standard 5 – these may include:

* information on the homestay program that is supplied to students and parents (host / school responsibilities), including advice that the school 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 schools offering homestay in* ***third-party arranged homestay program****:*

Please provide the following documentation:

* a copy of the current Memorandum of Understanding (MOU), or another contract between the school and third-party homestay provider
* If not covered under the MOU or contract, provide any documents that further demonstrate how the school will comply with the requirements of Standard 5 – these may include:
* the responsibilities of the third-party homestay provider, school, hosts and student
* confirmation the school 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 at the school who will routinely liaise with the third-party provider and respond to any serious incident identified.

Have you reviewed, and agreed with, the third-party homestay provider’s policies and procedures for the recruitment, selection and monitoring of homestay families engaged by the third-party homestay provider on your behalf?

☐ Yes ☐ No

1. *For schools 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 the school’s vacation program for overseas students managed?

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

*Where the school self-manages vacation leave arrangements:*

Provide any documents that demonstrate how the school complies 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

*NOTE: the school can submit any documents it uses to approve leave requests for domestic students, but it must demonstrate that additional processes are in place (where required) for overseas students whose parents are offshore, and for whom the school principal holds welfare responsibility under a CAAW. If information is contained within a student or parent portal, screen shots can be enclosed as evidence.*

*Where the school 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 the school and the third-party homestay provider.
* If not covered under the MOU or contract, provide any documents that further demonstrate how the school will comply with the requirements of Standard 5 – these may include:
* the responsibilities of the homestay provider, school and student
* confirmation the school 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 at the school who will liaise with the third-party provider during the school closure and respond to any serious incident.

Critical incidents (Standard 6.8)

|  |
| --- |
| Under this standard, CRICOS providers must demonstrate they have identified various types of onshore and offshore events that constitute a critical incident for an overseas student, and the key resources that can be called upon to support them e.g., embassies, interpreting services.Where an overseas student is enrolled under a CAAW, the critical incident policy and process must reference the key persons who will be engaged to support the student in the absence of a parent. |

Please provide the following documentation:

* *Critical incident policy*
* Procedure for managing a critical incident:
* including that the school will maintain a record of any critical incident and remedial action taken for a minimum of 2 years after the overseas student ceases to be an accepted student

*Note: schools may submit either a stand-alone critical incident policy and procedure developed specifically to address the needs of overseas students, or, a set of ‘all-purpose’ critical incident documents that satisfy both domestic and overseas student requirements.*

PART 5 – Visa Integrity

Attendance monitoring (Standard 8.6 and 8.13)

Please provide the following documentation:

* Attendance monitoring policy
* Procedures associated with:
* monitoring attendance and calculating students’ attendance against minimum requirements under their visa
* identifying, supporting and notifying students in a timely manner who are at risk of breaching the minimum attendance requirement
* managing attendance where compassionate or compelling circumstances are confirmed
* identifying and notifying students who have failed to meet minimum attendance requirements
* managing internal and external appeals processes
* Templates associated with:
* At risk attendance letter (including where compassionate or compelling circumstances are identified)
* Intention to report (attendance) letter, including referral to appeals process
* Internal appeal outcome letters (in favour of provider / in favour of student)
* External appeal outcome letter (in favour of provider)
* Any other documents you wish to submit to further demonstrate compliance with monitoring attendance under Standard 8

Course progress monitoring (Standard 8.7 and 8.13)

Please provide the following documentation:

* *Course progress monitoring policy*
* Procedures associated with:
* monitoring course progress against the academic requirements specified in their policy
* identifying, supporting and notifying students in a timely manner who are at risk of breaching the course progress requirement
* identifying and notifying students who have failed to meet course progress requirements
* managing internal and external appeals processes
* Templates associated with:
* At risk course progress letter
* Intention to report (course progress) letter, including referral to appeals process
* Internal appeal outcome letters (in favour of provider / in favour of student)
* External appeal outcome letter (in favour of provider)

Any other documents you wish to submit to further demonstrate compliance with monitoring course progress under Standard 8PART 6 - Payment and submission details

Application fee

Please be advised, an application fee applies to renewal of registration applications. 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, 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 for 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.*  |