Application for initial approval (multi-sector provider) (CRICOS)

This form is to be used by VET-sector or Higher Education-sector providers seeking approval to offer a course/s at a location/s to an overseas school-sector student in Queensland under their existing CRICOS registration.

*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 |  |
| Trading name |  |
| ABN / ACN |  |
| CRICOS Provider Number |  |

Declaration – Authorised person (Principal Executive Officer)

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 organisation |  | |
| Phone number |  | |
| Email address |  | |
| Signature | | Date |

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 |  |

Organisational Details

Accreditation and funding arrangements

Are you accredited with the Queensland Non-State School Accreditation Board (NSSAB) to offer a school sector course to students in Queensland?

Yes  No

(If NO, please note, this application cannot progress until you are NSSAB accredited.)

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

Are you in receipt of recurrent Commonwealth funding?  Yes  No

Are the school-sector courses delivered to domestic students?  Yes  No

Organisational contact details

|  |  |
| --- | --- |
| Phone number |  |
| Email address |  |
| Website |  |

Course registration details

|  |  |
| --- | --- |
| 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 | |
| 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 2 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 | | | |
| 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 3 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 | | |
| 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.

Support documents required – course registrations

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.

*Senior Secondary Years 11-12 VET delivery (QCE programs only)*

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

Yes  No

If YES, will any VET qualifications be delivered by an external VET provider under a third-party RTO arrangement?

Yes  No

If YES,

|  |  |
| --- | --- |
| 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Will you 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 students at main location (domestic & overseas) | | | | |  |
| Are you requesting an increase in the approved overseas student capacity for this location?  Yes  No  If YES, please nominate the new total capacity for this location | | | | |  |
| **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)  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 | | | | | |
| **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*.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of location | |  | | | |
| Street address | |  | | | |
| Suburb | |  | | | |
| State | |  | Post code |  | |
| Phone number | |  | | | |
| **Capacity at this location** | | | | | |
| Current number of students at this location (domestic & overseas) | | | | |  |
| Are you requesting an increase in the approved overseas student capacity for this location?  Yes  No  If YES, please nominate the new total capacity for this location | | | | |  |
| **Student cohort at main location:**  Co-ed  Girls only  Boys only | | | | | |
| **Accommodation and welfare options for students under 18 years of age enrolled at this location:**  No accommodation option (\* provider chooses not to accept welfare and accommodation responsibility under St.5)  Boarding  Homestay | | | | | |
| **Courses to be delivered at this 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 this additional location** | | | | | |
| Full name |  | | | | |
| Position |  | | | | |
| Email address |  | | | | |
| Phone number |  | | | | |

Documentation

Recruitment of an overseas student (Standard 2)

Please provide the following documentation:

* *Entry requirements policy*
* Procedure for assessing an overseas student’s application for entry specific to the proposed school-sector course

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

Please provide the following documentation:

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

Orientation program (Standards 6.1, 6.5 and 5.2)

* Provide any documents that demonstrate how you, as the education provider, will comply with the requirements to provide an orientation program, specific to your school-sector student cohort – these may include
* orientation program / checklist
* PowerPoint presentation
* boarding / homestay handbook
* excerpt from student diary
* screen shots from student portal or website

Attendance monitoring (Standard 8.6 and 8.13)

Please provide the following documentation:

* *Attendance monitoring policy*
* Procedures, specific to your school-sector cohort, 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, specific to your school-sector cohort, 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 8.

Welfare obligations for a student on a CAAW

Accepting welfare responsibility

Do you intend to accept welfare responsibility for an overseas student under 18 years of age under a CAAW?

Yes, complete part A below

No, complete part B below

PART A – accepting welfare responsibility for an overseas student under 18 years of age under a CAAW

Accommodation and Welfare (Standard 5)

Please provide the following documentation:

* *Accommodation and welfare policy* - detailing elements such as:
  + accommodation options available to CAAW students
  + non-approval of welfare (grounds for reporting non-approval and implications for CAAW holders)
  + visa obligations relating to welfare (for CAAW holders and/or Guardian visa holders)

Accepting welfare - accommodation options (Standard 5.3)

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)

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.

Critical incidents (Standard 6.8)

Please provide the following documentation:

* *Critical incident policy*
* Procedure for managing a critical incident:
  + including that the provider 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

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 you wish to submit to further demonstrate compliance with Standard 7 e.g.,
* 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 provider’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 provider-initiated suspension or cancellation of enrolment
* Any other documents you wish 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 you wish to submit to further demonstrate compliance with Standard 10 e.g.,
* form for students to lodge a complaint
* proforma for recording responses and actions in relation to student complaints

PART B – Provider-initiated restriction on accepting welfare

|  |
| --- |
| Where a provider does not wish to accept welfare responsibility for unaccompanied overseas students under the age of 18 years, there is capacity for a provider-initiated welfare restriction to be put in place. This restriction means the provider 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 provider will not be required to submit documentation to demonstrate compliance with Standard 5, as outlined on this application form. |

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 [Legal entity 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

Payment and submission details

Application fee

Please be advised, an application fee applies to applications for initial approval. 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](mailto: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.

|  |
| --- |
| 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.* |