Notification of school-initiated

cancellation of 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 the cancellation of a registration, please contact the International Quality (Schools) Unit on:*

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

Provider details

|  |  |
| --- | --- |
| Governing body name |  |
| Trading name |  |
| CRICOS code |  |

Declaration

|  |
| --- |
| The notification to surrender the approval to offer courses to overseas students under the *Education (Overseas Students) Act 2018* (Qld) and cancellation under the *Education Services for Overseas Students (ESOS) Act 2000* (C’wlth) 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, such as the school’s nominated Principal Executive Officer (PEO) under ESOS. |
| Full name |  |
| Position |  |
| Signature | Date |

Contact person for further information

|  |  |
| --- | --- |
| Name |  |
| Phone number |  |
| Email address |  |

Cancellation details

|  |  |
| --- | --- |
| Reason for cancellation |  |
| Date the registration is to cease[ ]  Effective immediately[ ]  As of this date: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *If there are no current enrolments, the cancellation can be actioned prior to the current registration end date; if there are current enrolments, the cancellation date can be extended until the end of the current academic year.* |
| Do you have any students currently studying?  [ ]  Yes [ ]  NoIf Yes,

|  |  |
| --- | --- |
| Number of Studying CoEs |  |
| Number of Visa Granted CoEs |  |
| Number of Approved CoEs |  |

If Yes, will the registration cease prior to the completion of study of any current students?  [ ]  Yes [ ]  NoIf Yes, please provide details of the course of action the school is proposing for those students who will not complete their course of study prior to the cancellation of registration? |

Submission details

Please submit this form to the International Quality (Schools) Unit via email at:

 InternationalRegistration@qed.qld.gov.au

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

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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 process the request to cancel your registration. 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.*  |