**CRICOS application**

Amending registration form

To be registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) with the Victorian Registration and Qualifications Authority (VRQA), an entity must also be registered as a school or non-school senior secondary provider.

Use this form to:

Apply for reapproval by the VRQA to permit a school or non-school senior secondary providers on CRICOS to (select all that apply):

change to approved capacity on CRICOS (complete parts A, B, C and F of this form only)

additional delivery site (complete parts A, B, D and F of this form only)

additional course (complete parts A, B, E and F of this form only)

additional senior secondary qualification (for non-school senior secondary providers) (complete parts A, B,   
E and F of this form only).

This form refers to ‘providers’. This term includes registered schools and non-school senior secondary providers.

Evidence requirements

You are required to supply evidence of compliance and supporting documents with your application. An evidence checklist is provided at Part D of this application form.

Submitting your application

**Option 1: Email**

Submit an electronic copy of your application and supporting documents to the VRQA Schools inbox as a zip file at: [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au)

**Option 2: Cloud-based document sharing service**

Upload your documents to the cloud-based service (e.g. Dropbox, Google Drive).

Email the link, login details and any necessary instructions to: [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au).

Supporting documentation

When submitting supporting documentation each document submitted should be individually listed in the ‘Our evidence is’ section for each standard listed at Part D of this application.

Please ensure each document is clearly labelled and:

* document name and file name are no longer than 30 characters
* file names do not include the following special characters: ~ " # % & \* : < > ? / \ { | }.
* documents are grouped in folders and clearly named:
* that folders contain only one (1) sub-folder
* the combined size of an email (attachments + message) does not exceed 50 MB
* single documents do not exceed 50 MB   
  **Tip**: to reduce the size of large files, convert them to gray scale and convert to PDF
* only PDFs or word formats are provided
* videos or audio files are not provided

Consider the following file name examples:

* C.1.1\_Host\_Families\_and\_School.docx
* C.1.2\_Selection\_of\_students.pdf

Application payment process

On receipt of a complete application, an invoice for the application fee will be sent to your nominated contact for payment by the provider. The application will be assessed following payment of the invoice.

See [VRQA fees](https://www2.vrqa.vic.gov.au/fees).

Privacy notice

The VRQA requires the information collected in this application for the purpose of registering and regulating schools under the *Education and Training Reform Act 2006* (the Act). Once registered, some information will be made available to the public on the State Register. Information may also be shared with other government organisations if required for their functions, in accordance with the Act. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*.

To learn more about how the VRQA handles personal information, access the VRQA privacy policy:

* [Information Privacy Policy](https://www.vrqa.vic.gov.au/Documents/privpolicy.docx)

Associated documents

* [Guidelines for the Enrolment of Overseas Students Aged Under 18](https://content.vic.gov.au/sites/default/files/2024-03/Guidelines-for-the-enrolment-of-overseas-students-aged-under-18-years.docx) (the VRQA Guidelines)
* [Education Services for Overseas Students Act 2000](https://www.legislation.gov.au/C2004A00757/latest/text)(the ESOS Act)
* [Education Services for Overseas Students Regulations 2019](https://www.legislation.gov.au/F2019L00571/latest/text) (the ESOS Regulations)
* [National Code of Practice for Providers of Education and Training to Overseas Students 2018](https://www.legislation.gov.au/F2017L01182/latest/text)   
  (the National Code)
* [National Code 2018 factsheets](https://www.education.gov.au/esos-framework/national-code-practice-providers-education-and-training-overseas-students-2018)
* [Education and Training Reform Act 2006](https://www.legislation.vic.gov.au/in-force/acts/education-and-training-reform-act-2006/101) (the ETR Act)
* [Education and Training Reform Regulations 2017](https://www.legislation.vic.gov.au/in-force/statutory-rules/education-and-training-reform-regulations-2017/009)
* [Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises](https://content.vic.gov.au/sites/default/files/2023-10/Ministerial-Order-1359-Child-Safe-Standards-School-Boarding-Jan-2022.pdf)
* [Ministerial order No. 706 – Anaphylaxis management in Victorian schools and school boarding premises](https://content.vic.gov.au/sites/default/files/2023-10/Ministerial-Order-706-Incorporating-Amendments-Ministerial-Order-1325-Apr-2021.pdf)

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| Part A – Provider details  **All applicants must complete Part A.** | | | | | | | | | | | | | |
| A.1 | Legal entity (proprietor) details | | | | | | | | | | | | |
| A.1.1 | Legal entity name  Invoices will be addressed in this name | |  | | | | | | | | | | |
| A.1.2 | Legal entity contact name | | Full name | | |  | | | | | | | |
| Position | | |  | | | | | Postcode | |  |
| Suburb/town | | |  | | | | | Postcode | |  |
| A.2 | School or non-school senior secondary provider details | | | | | | | | | | | | |
| A.2.1 | Provider Name | | | | | | | | | | | | |
| A.2.2 | Provider CRICOS number | | | | | | | | | | | | |
| A.2.3 | Principal Executive Officer Officer’s (PEO) details (can provided once available but must be submitted prior to registration) | | Full name | | |  | | | | | | | |
| Telephone | | |  | | | | | | | |
| Mobile | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| A.2.4 | International Student Coordinator’s details | | Full name | | |  | | | | | | | |
| Telephone | | |  | | | | | | | |
| Mobile | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| Street address | | |  | | | | | | | |
| Suburb/town | | |  | | | | Postcode | |  | |
| Telephone | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| A.2.5 | Website (can provided once available but must be submitted prior to registration) | |  | | |  | | | | | | | |
| A.2.6 | Application contact person  (if different to the PEO) | | Full name | | |  | | | | | | | |
| Position | | |  | | | | | | | |
| Telephone | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| A.2.7 | Postal address | | Street address | | |  | | | | | | | |
| Suburb/town | | |  | | | | | Postcode | |  |
| Telephone | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| A.2.8 | Contact for invoicing | | Full name | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| A.2.9 | Emergency Contact  Please note this is to ensure we have the correct person currently on the Emergency Contacts Register | | Full name | | |  | | | | | | | |
| Mobile | | |  | | | | | | | |
| Alternate or after-hours number | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| Part B – Self assessment  **All applicants must complete the Part B attestation checklist to self-assess their compliance.**  The VRQA must be satisfied that providers continue to comply with the [Guidelines for the Enrolment of Overseas Students Aged Under 18](https://content.vic.gov.au/sites/default/files/2024-03/Guidelines-for-the-enrolment-of-overseas-students-aged-under-18-years.docx). | | | | | | | | | | | | | |
| B.1 | | Guidelines for the Enrolment of Overseas Students Aged Under 18 Years | | | | | | | | | | | |
| B.1.1 | | Minimum age of 13 for enrolment of an overseas students in homestay accommodation | | Attestation | | | | | Plan or action to address non-compliance (if ‘No’ is selected) | | | | |
| Does the education provider have a policy and procedures to ensure all reasonable efforts have been made to confirm that the overseas student will be at least 13 years old before commencing homestay accommodation? | | | |  | Yes | |  | No |  | | | | |
| B.1.2 | | Compliance with the Child Safe Standards | | Attestation | | | | | Plan or action to address non-compliance (if ‘No’ is selected) | | | | |
| Has the education provider developed policies and procedures, strategies and practices in accordance with Ministerial Order No. 1359? | | | |  | Yes | |  | No |  | | | | |
| Do the policies and procedures:   * address each of the elements covered under Ministerial Order No. 1359? * address all types of child abuse as defined in Ministerial Order No. 1359, including when an act is committed by a child against a child? * consider the ‘school boarding premises environment’ and needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable? | | | |  | Yes | |  | No |  | | | | |
| Has the education provider developed a child safety code of conduct? | | | |  | Yes | |  | No |  | | | | |
| Is the policy inclusive of overseas students? | | | |  | Yes | |  | No |  | | | | |
| Are the policies and procedures contextualised to your school, for example philosophy or religious affiliation, student cohort, school boarding premises and particular environmental risks? | | | |  | Yes | |  | No |  | | | | |
| Does the policy clearly outline the steps for Reportable Conduct and Mandatory Reporting? | | | |  | Yes | |  | No |  | | | | |
| Has the education provider developed a child safety risk register in regard to all forms of child abuse, including peer interactions, and **all** physical and virtual environments the overseas student attends? | | | |  | Yes | |  | No |  | | | | |
| Has the education provider ensured that all of the education provider’s arrangements to provide or approve appropriate accommodation, support and general welfare for overseas students, including any service provision by third parties, meet the Child Safe Standards? | | | |  | Yes | |  | No |  | | | | |
| Has the education provider ensured that all of the education provider’s arrangements to provide or approve appropriate accommodation, support and general welfare for overseas students, including any service provision by third parties, meet the Child Safe Standards? | | | |  | Yes | |  | No |  | | | | |
| Has the education provider developed policies and procedures, strategies and practices consistent with the provisions of the Worker Screening Act 2020, including a commitment to protecting children from harm? | | | |  | Yes | |  | No |  | | | | |
| Does the policy and procedures clearly outline who will require a working with children clearance (WWC clearance) or VIT registration? | | | |  | Yes | |  | No |  | | | | |
| Is it consistent with the requirements of the *Worker Screening Act 2020* or VIT registration requirements? | | | |  | Yes | |  | No |  | | | | |
| Does policy outline the procedures for maintaining register to record and maintain VIT registration or WWC clearance cardholder details including expiry date, including verifying VIT registration or WWC clearance details provided?  This should include details of who is responsible for maintaining the currency of the register and ensuring all staff, volunteers and contractors who are required to hold current VIT registration or a WWC clearance. | | | |  | Yes | |  | No |  | | | | |
| Does the policy and procedure outline education provider’s response to a cardholder receiving an exclusion or conditions on their registration, suspension, or cancellation of their registration under the by the VIT Council? | | | |  | Yes | |  | No |  | | | | |

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| B.1.3 | Education provider Confirmation of Appropriate Accommodation and Welfare (CAAW) responsibility non-delegable | Attestation | | | | Plan or action to address non-compliance (if ‘No’ is selected) |
| Does the education provider have a policy that outlines the procedures accepting the responsibility for approving the accommodation, support and general welfare arrangements for a student who is under the age of 18? | |  | Yes |  | No |  |
| Does the policy clearly state the provider must not delegate, outsource or contract out their CAAW responsibility? | |  | Yes |  | No |  |
| Does the policy clearly state the circumstances in which a CAAW does not apply - only during the period the overseas student is or will be living:   * in a registered school boarding premises * with a parent or close family relative (aunt, uncle, grandparent or sibling aged over 21 years of age approved as suitable by the Department of Home Affairs) as part of the student’s visa approval * during any period or circumstances exempted by the CEO VRQA. | |  | Yes |  | No |  |
| B.1.4 | Training for student coordinators | Attestation | | | | Plan or action to address non-compliance (if ‘No’ is selected) |
| Does the education provider have a policy that outlines the procedures to ensure the international student coordinator and all support staff working with overseas students received training during their induction and in an ongoing basis? | |  | Yes |  | No |  |
| Does the policy outline the process to manage and record training that has or will be undertaken by the international student coordinator, staff, contractors and volunteers? | |  | Yes |  | No |  |
| Has the provider ensured overseas students unique circumstances are reflected in the policy? | |  | Yes |  | No |  |
| Does the education provider have a policy that outlines the procedures for identifying and managing environmental risks, emergency situations and critical incidents involving overseas students, including but not limited to wellbeing matters and infringements of the Victorian Child Safe Standards? | |  | Yes |  | No |  |
| Does the education provider have a policy that outlines the processes for supporting all staff, families and students’ understanding of their responsibilities in child safe matters? | |  | Yes |  | No |  |

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| B.1.4 | | Student accommodation minimum standards | | Attestation | | | | Plan or action to address non-compliance (if ‘No’ is selected) |
| Does the education provider have a policy and procedures for ensuring overseas students on a CAAW are in homestay accommodation approved by the provider or a registered school boarding premises? | | | |  | Yes |  | No |  |
| Does the education provider have a policy and procedures for ensuring the accommodation is appropriate to the student’s age and needs? | | | |  | Yes |  | No |  |
| Does the policy outline the processes for ensuring the recruited homestay accommodation and homestay families have been screened before approval? | | | |  | Yes |  | No |  |
| Does the policy outline the processes for ensuring each person over the age of 18 years residing in the home have obtained a valid Working with Children Clearance (WWCC)? | | | |  | Yes |  | No |  |
| Does the policy clearly document the procedures for ensuring the overseas student has a separate bedroom and it is appropriate to the student’s age and needs? | | | |  | Yes |  | No |  |
| Does the policy clearly document the procedures for ensuring homestay hosts are provided with appropriate resources and are aware of their responsibilities for the overseas student? | | | |  | Yes |  | No |  |
| Does the policy clearly document the procedures for ensuring homestay hosts are provided with the emergency contact details for both the education provider and the parents of the overseas student? | | | |  | Yes |  | No |  |
| Does the policy outline the processes for verifying and monitoring the homestay accommodation and homestay residents’ suitability, including a site visit before approval and at least every six months thereafter? | | | |  | Yes |  | No |  |
| Does the policy clearly document the procedures for ensuring homestay hosts are provided with suitable training including the Child Safe Standards and child safe training prior to placement of an overseas student? | | | |  | Yes |  | No |  |
| Does the policy outline the processes for ensuring the school boarding premises and the school boarding services provided at that premises meets the regulatory requirements prior to overseas student placement and at least every six months? | | | |  | Yes |  | No |  |
| Does the policy clearly document the procedures for verifying and monitoring the school boarding services and premises are appropriate to the overseas student’s age and needs prior to the student placement and at least every six months? | | | |  | Yes |  | No |  |
| Does the education provider include in its policy procedures in relation to short term accommodation, including but not limited to exeat weekends, school holidays or relief situations, appropriateness as accommodation for overseas students? | | | |  | Yes |  | No |  |
| Does the provider have a process for ensuring short term accommodation, including but not limited to exeat weekends, school holidays or relief situations, is incorporated in the policy and procedures for long term homestay and school boarding premises initial verification and ongoing approved suitability as accommodation for overseas students? | | | |  | Yes |  | No |  |
| B.1.6 | Provision of a Student safety Card to students aged under 18 | | | Attestation | | | | Plan or action to address non-compliance (if ‘No’ is selected) |
| Does the education provider have a policy and procedures in place to ensure every overseas student receives an appropriate Student Safety Card when they commence? | | | |  | Yes |  | No |  |
| Does the education provider have processes in place to ensure the Student Safety Card includes:   * for any student on a CAAW letter in homestay accommodation, the host’s address, home telephone number and mobile numbers * for any student on a CAAW letter in registered school boarding premises, the provider’s contact details, including emergency contact details * the education provider’s contact details, including 24/7 contact details for the education provider’s international student coordinator, and general emergency contact information (i.e. 000) * a statement that ‘(name of education provider) is regulated by the Victorian Registration and Qualifications Authority (VRQA). Students can contact VRQA at: vrqa.vic.gov.au.’ | | | |  | Yes |  | No |  |
| Part C­ – Change to approved capacity on CRICOS  **Part C is only for applicants seeking to change approved capacity on CRICOS.** | | | | | | | | |
| C.1 | Capacity details | | | | | | | |
| C.1.1 | Total number of current Confirmation of Enrolments (CoE) issued for school sector courses by the provider (including students with Confirmation of Enrolment statuses: saved, approved, visa granted and studying). | |  | | | | | |
| C.1.2 | Total number of current domestic students currently enrolled at the provider (all school sector courses only). | |  | | | | | |
| C.1.3 | Total number of current teaching and non-teaching staff. | |  | | | | | |
| C.1.4 | Maximum number of people permitted on the premise as stated on the Occupancy Certificate. | |  | | | | | |

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| C.2 | CRICOS course name | CRICOS code | Current age range | Proposed age range | Current capacity max | Requested capacity max | % change |
|  | *Example: Secondary Studies 7-12* | *012345A* | *16 – 18* | *13 – 18* | *40* | *50* | *25%* |
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| C.3 | Evidence checklist for increase to approved maximum capacity | | | | | | |
| **Under ‘Our evidence is’ list all relevant evidence or the file name of the attached supporting document that provides the evidence of compliance with the National Code standards.** | | | | | | | |
| C.3.1 | Standard 5— Younger overseas students | | | Our evidence is | | | |
| C.3.1.i | An explanation of how existing accommodation, support and welfare arrangements of students (under the age of 18) will be delivered to the increased student cohort in accordance with the requirements of Standard 5 | | |  | | | |
| C.3.1.ii | Floor plans that show teaching spaces, amenities, student breakout area, meeting and staff rooms, library, counselling rooms and any specialist teaching facilities required for any course.  Educational resources in place (including facilities, equipment, learning and library resources)  For example, please provide:   * A list of all facilities available for student use. * The total number of computers and other electronic equipment available for student use. * The number of library or learning subscriptions. | | |  | | | |
| C.3.2 | Standard 6— Overseas student support services | | | Our evidence is | | | |
| C.3.2.i | An explanation of how an orientation program will be delivered to the increased student cohort in accordance with the requirements of standards 6.1 | | |  | | | |
| C.3.2.ii | An explanation of how the provider’s support personnel will be able to support the increased capacity | | |  | | | |
| C.3.2.iii | An explanation of how the provider will ensure access to English language provision for an increased student cohort | | |  | | | |

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| C.3.3 | Standard 11— Additional registration requirements including notification to the VRQA | Our evidence is |
| C.3.3.i | Evidence of the adequacy of staffing resources to support the requested increased student cohort.  For example, please provide:   * number of fulltime and casual academic staff and non-academic staff * teacher to student ratio (e.g., 1 teacher per 26 students) * non-teaching staff to student ratio (e.g., 1 wellbeing officer per 26 students)   Additionally, include an explanation of how these ratios are currently adequate and appropriate for the requested increase in capacity. Alternatively, outline the actions the education provider will take to ensure that the staff-to-student ratio will be adequate and appropriate for the requested increased student cohort. |  |
| C.3.3.ii | Evidence of how the education resources, including facilities, equipment, learning and library resources and premises will be adequate and appropriate for the proposed increased student cohort.  For example, please provide:   * A list of all facilities available for student use. * The total number of computers and other electronic equipment available for student use. * The number of library or learning subscriptions.   Additionally, include an explanation of how these resources are currently adequate and appropriate for the requested increase in capacity. Alternatively, outline the actions the education provider will take to ensure that the facilities and resources will be adequate and appropriate for the requested increased student cohort. |  |
| C.3.3.iii | Evidence that the current facilities and buildings of the provider can accommodate an increase in overseas student numbers (occupancy certificate with occupancy numbers listed). |  |

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| Part D— Additional delivery site  **Part D is only for applicants seeking to add additional delivery sites to their registration.** | | | | | | | |
| D.1 | Additional site details | | | | | | |
| D.1.1 | How many additional sites are your proposing? |  | One | | | | |
|  | More than one, please complete Part D for all additional sites and attach to your application | | | | |
| D.1.2 | Additional site/s details | Street address | |  | | | |
| Suburb/town | |  | | Postcode |  |
| Telephone | |  | | | |
| Email address | |  | | | |
| Website (if available) | |  | | | |
|  | Street address | |  | | | |
| Suburb/town | |  | | Postcode |  |
| Telephone | |  | | | |
| Email address | |  | | | |
| Website (if available) | |  | | | |
| D.1.3 | Proposed commencement day | Date | |  | | | |
| D.1.4 | Contact person on site (if different from PEO) | Full name | |  | | | |
| Position | |  | | | |
| Mobile | |  | | | |
| Email | |  | | | |
| D.1.5 | Courses to be delivered |  | Primary School Studies |  | Junior Secondary Studies | | |
|  | ELICOS |  | Senior Secondary Studies:  VCE  VCE VET   VCE VM  IB Diploma | | |
| D.1.6 | The delivery site is |  | Owned |  | Rented | | |
| Is there a relationship between the school and the property owner (other than the lease agreement)? | |  | No | | |
|  | Yes, please describe: | | |

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| D.1.7 | Maximum number of people permitted on the premise as stated on the Occupancy Certificate |  | | | | | | |
| D.1.8 | Total number of domestic students currently located on the proposed site |  | | | | | | |
| D.1.9 | Requested overseas student capacity on CRICOS |  | | | | | | |
| D.2 | Evidence checklist for additional site. | | | | | | | |
| **Under ‘Our evidence is’ list all relevant evidence or the file name of the attached supporting document that provides the evidence of compliance with the National Code standards.** | | | | | | | | |
| D.2.1 | Standard 11— Additional registration requirements | | | | Our evidence is | | | |
| D.2.1.i | Copy of the lease or license agreement(s) (if applicable). | | | |  | | | |
| D.2.1.ii | Documentation showing that buildings and facilities comply with local planning regulations and the Building Code of Australia, including a copy of the 9B occupancy certificate. | | | |  | | | |
| D.2.1.iii | Floor plans that show teaching spaces, amenities, student breakout area, meeting and staff rooms, library, counselling rooms and any specialist teaching facilities required for any course, as well as educational resources in place (including facilities, equipment, learning and library resources)  For example, please provide:   * A list of all facilities available for student use. * The total number of computers and other electronic equipment available for student use. * The number of library or learning subscriptions. | | | |  | | | |
| D.2.1.iv | A proposed timetable must demonstrate how the curriculum will be structured, and how facilities will be used. The timetable must demonstrate capacity for the entire student cohort, including domestic students. | | | |  | | | |
| D.2.1.v | Evidence of the adequacy of staffing resources to support the overseas student program.  For example, please provide:   * number of fulltime and casual academic staff and non-academic staff * teacher to student ratio (e.g., 1 teacher per 26 students) * non-teaching staff to student ratio (e.g., 1 wellbeing officer per 26 students)   Additionally, include an explanation of how these ratios are currently adequate and appropriate to support overseas student program.  Alternatively, outline the actions the education provider will take to ensure that the staff-to-student ratio will be adequate and appropriate for the requested increased student cohort. | | | |  | | | |
| D.2.1.vi | A position description and details of the nominated staff member responsible for oversight of the overseas student program (including time allowance). | | | |  | | | |
| D.2.1. vii | Security arrangements for the new location for operating hours, including library hours or after hours | | | |  | | | |
| D.2.1. viii | If the space will be used by any other provider, outline how the space will be shared between the providers | | | |  | | | |
| D.2.2 | Standard 6— Overseas student support services | | | | Our evidence is | | | |
| D.2.2.i | An overview of the student support services available at the proposed new site, including:   * legal services, * emergency and health services, * academic and English language student support, * welfare support services, and * other student support services. | | | |  | | | |
| D.2.3.ii | Revised policies and procedures for student management and welfare including those for monitoring student progress and attendance (encompassing standards 8 and 9 of National Code of Practice) on the new site. | | | |  | | | |
| Part E— Additional course of study  **Part E is only for applicants seeking to add additional course or additional senior secondary qualifications.** | | | | | | | | |
| E.1 | Additional course details | | | | | | | |
| E.1.1 | Course to be added |  | Primary | |  | Secondary | | |
|  | Senior Secondary:  VCE  IB Diploma | | | |  | Other |
| E.1.2 | Proposed commencement day | Date | |  | | | | |
| E.1.3 | Will any part of the proposed course be delivered through a partnership arrangement? |  | No | | | | | |
|  | Yes, please provide name of partner organisation: | | | | | |
| E.1.4 | Will any part of the course be delivered online or by distance education? |  | No | | | | | |
|  | Yes, please detail what parts of the course will be delivered online or by distance education: | | | | | |

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| E.1.5 | Will the course include any work-based training, placements, other community-based learning? |  | No |
|  | Yes, please provide a in a breakdown of the total number of hours required for compulsory work-based training, placements, and other community- based learning activities. |

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| E.1.6 | Course Title | Duration of course | | | | Estimated totals | | |
| Study weeks | Holiday weeks | Work-based training/placements weeks | Total duration of course (weeks) | Tuition fees | Non tuition fees | Registered course cost |
|  | *Example: VCE Year 11 and 12* |  |  |  |  |  |  |  |
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| **Tuition fees** include tuition fees, administration fees, compulsory student amenity fees, as well as any compulsory fees for texts/equipment/protective clothing/field trips/laboratory work supplied by the school that are required for the student to undertake the registered course.  **Non-tuition fees** include any third-party fees such as the VCAA fees or OSHC.  **Registered course cost** on PRISMS is the combined total of the tuition fees and non-tuition fees for the entire duration of the course. | | |
| E.2 | Evidence checklist for additional course of study | |
| **Under ‘Our evidence is’ list all relevant evidence or the file name of the attached supporting document that provides the evidence of compliance with the National Code standards.** | | |
| E.2.1 | Standard 11— Additional registration requirements | Our evidence is |
| E.2.1.i | A timetable to demonstrate how the course will be structured within the curriculum and how facilities will be used. |  |
| E.2.1.ii | Copies of any agreement or contract with each provider involved in providing the course, that specifically outlines the duty of care roles and responsibilities of each provider and meets child safety and wellbeing obligations. |  |
| E.2.2 | Standard 2— Recruitment of an overseas student | Our evidence is |
| E. 2.2.i | The requirements for acceptance into a course, including the minimum level of English language proficiency. |  |
| E.2.2.ii | Evidence that the school has documented procedures in place to assess a student’s qualifications, experience and English language proficiency is appropriate for the proposed course. |  |
| E.2.2.iii | Course content, modes of study for the course including compulsory online and/or work-based training, placements, other community-based learning and assessment methods |  |
| E.2.2.iv | Campus location/s and a general description of facilities, equipment and learning and library resources available to students |  |
| E.2.2.v | Details of any arrangements with another registered provider, person or business to provide the course or part of the course |  |
| E.2.2.vi | Indicative course-related fees including advice on the potential for fees to change during the student’s course and applicable refund policies. |  |
| E.2.2. vii | Information provided in relation to deferment, suspension or cancellation of a student’s enrolment in proposed course. |  |
| E.2.3 | Standard 6— Overseas student support services | Our evidence is |
| E.2.3.i | An overview of the student support services available to overseas student for the proposed additional course. |  |
| E.2.3.ii | An explanation of how the provider’s existing policies and procedures for student management and welfare will be modified to accommodate the proposed course including those for monitoring student progress and attendance (encompassing standards 8 and 9 of the National Code). |  |

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| Part F – Statutory declaration  **All types of amendment applicants must complete Part F.** | | | | | |
| To be completed by the Principal Executive Officer (PEO) | | | | | |
| I, |  | | | | (full name) |
|  |  | | | | (school name) |
| of |  | | | | (address) |
|  |  | | | | (occupation) |
| do solemnly and sincerely declare that:   |  |  | | --- | --- | |  | the organisation will operate in accordance with the *Education and Training Reform Act 2006*, Education and Training Reform Regulations 2017, the *Education Services for Overseas Students Act 2000*, the National Code of Practice for Providers of Education and Training to Overseas Students 2018, the VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18, | |  | the information I have provided in this application and supporting documents is true and correct. |   I acknowledge this declaration is true and correct and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury. | | | | | |
| Declared at | |  | | (location of signing) | |
| in the State of Victoria, this | | / / 20 |  | | |
| X | | | (signature of person making this declaration – to be signed in front of an authorised witness) | | |

**Authorised witness\***

Before me

|  |  |  |
| --- | --- | --- |
|  |  | (witness name) |
|  |  | (title) |
|  |  | (address) |
| X |  | (signature) |

\* The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019). For a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see: [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs)