**CRICOS application**

Initial registration form

Before applying 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 first be registered as a school or non-school senior secondary provider.

Use this form to:

Apply for approval by the VRQA to permit a school or non-school senior secondary provider to offer courses of study to overseas students and to be registered on CRICOS.

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

**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.

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 |
| A.1 | Legal entity (proprietor) details |
| A.1.1 | Legal entity nameInvoices will be addressed in this name |  |
| A.1.2 | Legal entity type |[ ]  Company limited by guarantee |[ ]  Incorporated entity/association |
|  |  |[ ]  Company limited by shares |[ ]  Unincorporated entity/association |
|  |  |[ ]  Co-operative |[ ]  Other:  |
| A.1.3 | Registered business (trading) name |  |
| A.1.4 | Australian Business Number (ABN) |  |
| A.1.5 | Australian Company Number (ACN)\* |  | \*If applicable |
| A.1.6 | Address | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Email |  |
|  |  | Website |  |
| A.1.7 | Postal address(if different from above) | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
| A.2 | School or non-school senior secondary provider details |
| A Principal Executive Officer (PEO) is a person assuming the responsibility of the PEO under the ESOS Act. Responsibilities of the PEO:* Satisfy the General Obligations on registered providers, in accordance with Part 3, Division 1, ESOS Act.
* Receive tuition fees in accordance with the requirements specified under Part 3, Division 2, ESOS Act.
* Implement the National Code, as specified under Part 4, ESOS Act to support a nationally consistent approach to the delivery of educational services to overseas students.
* Where welfare responsibility is accepted under a Confirmation of Appropriate Accommodation and Welfare (CAAW), fulfil all obligations in accordance with requirements of Standard 5 of the National Code.
* Satisfy the obligations on registered providers when a provider or student defaults, in accordance with Part 5, Division 2, ESOS Act.
* Pay all Commonwealth and Designated State Authority (DSA) regulatory fees associated with CRICOS registration.
 |
| A.2.1 | Principal Executive Officer (PEO) | Full name |  |
|  |  | Australian residency status (i.e., citizen, permanent resident etc)  |  |
|  |  | Telephone |  |
|  |  | Mobile |  |
|  |  | Email |  |
| A.2.2 | International student coordinator | Full name |  |
|  |  | Telephone |  |
|  |  | Mobile |  |
|  |  | Email |  |
| A.2.3 | Application contact person (if different to the PEO)  | Full name |  |
|  |  | Position |  |
|  |  | Telephone |  |
|  |  | Email |  |
| A.2.4 | Contact for invoicing | Full name |  |
|  |  | Email |  |
| A.2.5 | School or education provider location (if different to legal entity) | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
|  |  | Telephone |  |
|  |  | Email |  |
| A.2.6 | Website (can provided once available but must be submitted prior to registration) |  |
| A.2.7 | Name of main campus |  |
| A.2.8 | Campus address(if different to school or education provider location) | Street address |  |
|  |  | Suburb/town |  |
|  |  | Telephone |  |
|  |  | Email |  |
| A.2.9 | Postal address(if different from above) | Street address |  |
|  |  | Suburb/town |  | Postcode |  |
| A.2.10 | Course/s to be delivered to overseas students on the location  |[ ]  Primary school studies |[ ]  Junior secondary studies |
|  |  |[ ]  Senior secondary studies: VCE, IB Diploma |
|  |  |[ ]  Senior secondary studies: VCE, IB Diploma |
|  |  |[ ]  ELICOS |
| A.2.11 | Number of campuses |  |
| A.2.12 | Current number of domestic students at each campus |  |
| A.2.13 | Requested overseas student capacity at each campus |  |
| A.2.14 | Requested total overseas student capacity across ALL locations |  |
| A.2.15 | Types of accommodation and welfare options available for students under 18 years of age enrolled at location |[ ]  No accommodation option (provider chooses not to accept welfare and accommodation responsibility) |
|  |  |[ ]  School organised homestay |
|  |  |[ ]  Boarding |
|  |  |[ ]  Contracted homestay provider |
| Part B – Provider history |
| B.1 | Previous Registrations |
| B.1.1 | Has the provider (including any directors, owners, partners, chief executive or managers) currently registered or previously been registered to enrol overseas students? |[ ]  No, go to B.2 |
|  |  |[ ]  Yes, continue below  |
| B.1.2 | Name of registering authority |  |
| B.1.3 | Course sector (i.e., VET; HE; ELICOS) |  |
| B.1.3 | Dates of registration | From |  | To |  |
| B.1.4 | Reasons why registration ceased |  |
| B.2 |  |
| B.2.1 | Has the provider, including any directors, owners, partners, Principal Executive Officer (PEO) or managers, previously been refused registration, or been subject to cancellation, suspension or the imposition of conditions of registration by the Commonwealth Department of Education, the Australian Skills Quality Authority (ASQA), the Tertiary Education Quality and Standards Agency (TEQSA), the VRQA or any other State or Territory education regulator. |[ ]  No, go to Part C |
|  |  |[ ]  Yes, continue below |
| B.2.2 | Name of registering authority |  |
| B.2.3 | Dates of registration | From |  | To |  |
| B.2.4 | Reasons for registration authority action |  |

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| Part C – Course details |
| C.1 | Course/s to be registered on CRICOS |
| Select the course/s for approval: |
| C.1.1 | Primary studies |[ ]  Foundation |[ ]  Year 1  |[ ]  Year 2 |[ ]  Year 3 |
|  |  |[ ]  Year 4 |[ ]  Year 5 |[ ]  Year 6 |
| C.1.2 | Secondary studies |[ ]  Year 7 |[ ]  Year 8 |[ ]  Year 9 |[ ]  Year 10 |
| C.1.3 | Senior secondary studies |[ ]  VCE |[ ]  IB Diploma |
| C.2 | Cost of course for full-fee-paying overseas student |
| Please provide the estimated totals for the course/s to be approved:  |

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| C.2.1 | 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. |
| C.3 | Course Delivery |
| C.3.1 | Is more than one provider to be involved in delivering the course? |[ ]  No |
|  |  |[ ]  Yes |
| C.3.2 | Will the school be proving English language intensive courses to overseas students (ELICOS or any other English Language program as a prerequisite to the principal course)? |[ ]  No |
|  |  |[ ]  Yes, please provide evidence of compliance with the ELICOS Standards 2018  |

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| C.3.3 | Will any part of the course be delivered online or by distance education? |[ ]  No |
|  |  |[ ]  Yes, please provide details as to what parts of the course will be delivered online or by distance education: |
| C.3.4 | Will any part of the proposed course be delivered through a partnership arrangement? |[ ]  No |
|  |  |[ ]  Yes, please provide name of partner organisation:  |
| C.3.5 | 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.  |
| C.3.5 | Proposed commencement date | Day |  | Month |  | Year |  |
| C.3.6 | What is the maximum number of overseas students enrolled in each course? |  |
| C.3.7 | What is the current number of domestic students enrolled in each course? |  |

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| Part D – Evidence Checklist |
| Providers must demonstrate compliance with the ESOS Act, Standards 1–11 of the National Code and 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).**Under ‘Our evidence is’ list all relevant evidence or the file name of the attached supporting document that provides the evidence.** |
| Education Services for Overseas Students Act 2000 – Obligations on Registered Providers |
| 7A— Deciding whether a person is a Fit and Proper Person | Our evidence is  |
| s7A.1 | A fit and proper person declaration from the PEO and all responsible personsPlease complete, and include: [CRICOS Fit and Proper Person Declaration](https://content.vic.gov.au/sites/default/files/2024-04/CRICOS-fit-and-proper-person-declaration.docx) |  |
| 21— Record keeping | Our evidence is |
| s21.1 | Policy and procedures for ensuring consistent records for each accepted student are kept and that it includes the prescribed information set out in section 21 of the ESOS Act. |  |
| s.21.2 | Procedures for ensuring the currency of the register (Provider Registration and International Student Management System - PRISMS) as set out in section 21 of the ESOS Act. |  |
| S21.3 | Procedures for retaining records for at least 2 years after the person ceases to be an accepted student as set out in section 21of the ESOS Act. |  |
| 29— Obligations in relation to account moneyNote: Providers covered by section 31 of the ESOS Act are not required to comply with this section. | Our evidence is |
| s29.1 | Policy and procedures for ensuring tuition fees are maintained in accordance with section 28 and 29 of the ESOS Act. |  |
| Standard 1— Marketing information and practices | Our evidence is |
| 1.1 | Proposed marketing material (this may include the provider’s prospectus, application forms and overseas student handbooks or information packages). |  |
| Standard 2— Recruitment of an overseas student | Our evidence is |

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| 2.1 | A copy of the application/enrolment form for overseas students. |  |
| 2.2 | A copy of the overseas student fee schedule. |  |
| 2.3 | Policies and procedures for assessing the student’s academic and English language proficiency. |  |
| 2.4 | Policies and procedures for assessing and recording the recognition of prior learning, and granting and recording, if it intends to assess RPL or grant course credit. |  |

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| Standard 3— Formalisation of enrolment and written agreement  | Our evidence is |

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| 3.1  | A copy of the Letter of Offer/Written Agreement. |  |

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| 3.2  | A copy of the Refund and Cancellation Policy. |  |
| 3.3 | Policies and procedures to ensure that the education entity retains records of all written agreements, as well as receipts of payments made by students under the written agreement, for at least 2 years after the person ceases to be an enrolled student. |  |
| Standard 4— Education agents | Our evidence is |

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| 4.1  | A list of proposed education agents. |  |

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| 4.2  | Copies of all marketing materials supplied to education agents. |  |
| 4.3  | A copy of the Education Agent Agreement (a Memorandum of Understanding does not meet the requirements of the ESOS Act). |  |
| 4.4  | Policy and procedure for recruiting and monitoring the activities of education agents to ensure compliance with the requirements of Standard 4 of the National Code 2018. |  |
| Standard 5— Younger overseas students | Our evidence is |
| **For providers enrolling students under 18 years and welfare and accommodation services are approved by the provider and a CAAW letter is issued** |
| 5.1 | Select the types of accommodations available to students: |  |
| [ ] School-arranged homestay program[ ]  Boarding | [ ]  Third party organisation/s engaged by the provider to source, recruit, and/ or assess accommodation arrangements and/or provide welfare and support services to students. Please provide name of organisation/s:  |
| **For all providers (all providers are required to provide the evidence listed in this section)** |
| 5.2 | Policy and procedure for the welfare and accommodation of all students under 18 years, including critical incident policies and procedures.  |  |
| 5.3 | Policies and procedures for notifying the overseas student's parent or legal guardian immediately if the school provider is no longer able to approve the welfare arrangements of the overseas student. |  |
| 5.4 | Evidence of information to be provided to students under the age of 18 relating to emergency contacts and how to seek assistance and report on incidents of actual or alleged sexual, physical or other abuse. |  |
| **For providers offering a school-arranged homestay program** (If this section is applicable to you, please provide the evidence listed below, in addition to the evidence required under requirements 5.2 to 5.4) **—** |
| 5.5 | Information on the homestay program and costs that is supplied to students/parents/guardians. |  |

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| 5.6 | A copy of the homestay family selection criteria. |  |
| 5.7 | Processes for ensuring compliance with Child Safe Standards requirements. See [Ministerial Order 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). |  |
| 5.8 | Policies and procedures for selecting, screening and monitoring homestay families engaged by the school or education provider to organise and assess welfare and accommodation arrangements. |  |
| 5.9 | Evidence demonstrating that the suitability of accommodation for students under the age of 18 has been verified (1) prior to the accommodation being approved and (2) at least every six months thereafter. |  |
| 5.10 | A copy of the contract with the homestay family. |  |
| **For providers engaging a third-party organisation to source, recruit, and/or assess accommodation arrangements and/or provide welfare and support services to students** (If this section is applicable to you, please provide the evidence listed below, in addition to the evidence required under requirements 5.2 to 5.4 and if applicable requirements 5.5 to 5.10**) —** |
| 5.11 | Policies and procedures for selecting, screening and monitoring any third parties engaged by the school or education provider to organise and assess welfare and accommodation arrangements. |  |
| 5.12 | Evidence that the school has assessed the third-party homestay provider’s policies and procedures for selecting, screening and monitoring homestay accommodations. |  |

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| 5.13 | A copy of the contract with the third-party organisations. |  |
| 5.14 | Process for ensuring all third-party organisations are complying with Child Safe Standard requirements. |  |
| **For providers with approved boarding facilities - If you intend to offer boarding to overseas students** (If this section is applicable to you, please provide the evidence listed below, in addition to the evidence required under requirements 5.2 to 5.4)**:** |
| 5.15 | Information that is supplied to students/parents/guardians on the boarding program and costs. |  |
| 5.16 | Policies and procedures required under Child Safe Standard requirements. |  |

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| 5.17 | Evidence of compliance with the [Minimum Standards and Requirements for School Boarding Premises Registration](https://content.vic.gov.au/sites/default/files/2024-03/boardingpremisesguidelines.docx). |  |

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| Standard 6— Overseas student support services | Our evidence is |
| 6.1 | A Critical Incident policy and associated procedure. |  |
| 6.2 | Evidence of a culturally and age-appropriate orientation program and presentation for overseas students covering matters outlined in Standards 6.1.1 – 6.1.9 and 6.9.1 – 6.9.3 of the National Code 2018 (please refer to the National Code 2018 for further details). |  |
| 6.3 | Details of ESOS orientation program, training and ongoing professional development to be undertaken by staff who interact directly with overseas students. |  |
| 6.4 | Description of support services offered to overseas students, including details of any academic and English language student support. |  |
| 6.5 | Details of information and referrals provided to overseas students in relation to services and programs set out below:* legal services
* emergency and health services
* academic and English language student support
* welfare support services
* other student support services.
 |  |
| Standard 7— Overseas student transfers | Our evidence is |

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| 7.1 | A policy and procedure for assessing transfer requests. |  |

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| 7.2 | A copy of the application to transfer form. |  |
| 7.3 | A copy of the letter template granting the transfer request. |  |
| 7.4 | A copy of the letter template refusing the transfer request. |  |
| Standard 8— Overseas student visa requirements | Our evidence is |

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| 8.1 | Policy and process for monitoring and recording attendance of the overseas student addressing requirements of Standards 8.6.1 – 8.6.5 of the National Code 2018 (please refer to the National Code 2018 for further details). |  |
| 8.2 | Policy and procedure for monitoring, recording and assessing course progress, including intervention strategy for students at risk, addressing requirements of Standards 8.7.1 – 8.7.4 of the National Code 2018 (please refer to the National Code 2018 for further details). |  |
| 8.3 | A sample of intervention strategy plan for a student at risk of non-course progression, if available.  |  |

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| 8.4 | A copy of warning/intervention letters for students at risk of breaching attendance and/ or course progress requirements. |  |
| 8.5 | A copy of the intention to report letters for breaches of course progress and attendance requirements. |  |
| Standard 9— Deferring, suspending or cancelling the overseas student’s enrolment | Our evidence is |
| 9.1 | A copy of the policy and procedure for assessing, approving and recording a deferment of the start of study, a suspension of study, as well as provider-initiated suspension and cancellation of enrolment. |  |
| 9.2 | A copy of the application to defer/suspend enrolment. |  |
| 9.3 | A copy of the intention to suspend/cancel enrolment letter. |  |
| 9.4 | A copy of a suspension/cancellation of enrolment letter. |  |
| Standard 10— Complaints and appeals | Our evidence is |
| 10.1 | A copy of the policy and procedure for handling complaints and appeals, which address requirements of Standards 10.2.1 – 10.2.7 of the National Code 2018 (please refer to the National Code 2018 for further details). |  |
| 10.2 | A copy of the Proforma for recording responses and actions in relation to the student’s compliant. |  |
| 10.3 | A copy of the letter advising of the outcome of the internal complaints and appeal process and reason for decision made, including information about accessing the school’s external complaints and appeals process (if the decision is not in favour of the student). |  |
| Standard 11— Additional registration requirements including notification to the VRQA | Our evidence is |
| 11.1 | A copy of the policy and procedure for ensuring that the school’s staffing resources are adequate for the size of the school’s overseas students program. |  |
| 11.2 | A copy of the procedure for notifying the department of any changes to the ownership or management of the provider. |  |
| 11.3 | 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. |  |
| For providers NOT receiving Commonwealth Government funding: | Our evidence is |
| 12.1 | Providers must demonstrate compliance with the ESOS Act. Evidence of an appropriate designated account with an Australian Authorised Deposit-taking Institution and a policy and procedure for use of the account. |  |
| For providers enrolling Overseas Student Aged under 18 Years | Our evidence is |
| 13.1 | Providers must demonstrate compliance with the [VRQA’s Guidelines for the Enrolment of Overseas Students Aged Under 18 Years](https://content.vic.gov.au/sites/default/files/2024-03/Guidelines-for-the-enrolment-of-overseas-students-aged-under-18-years.docx). This may be incorporated in other policy or procedure documents such as Younger Overseas Students policies and procedures and Overseas Student Welfare documentation. |  |

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| Part E – Statutory declaration |
| To be completed by the Principal Executive Officer (PEO)  |
| I,  |  | (full name) |
|  |  | (school name) |
| of |  | (address) |
|  |  | (occupation) |
| do solemnly and sincerely declare that:

|  |
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|[ ]  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)