**Withdrawal of registration or a course or a location from CRICOS**

Application form

About this form

This form is to be completed by:

* **registered schools** applying to:
  + withdraw or cancel the registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
  + withdraw a course from CRICOS
  + withdraw a location from the CRICOS.
* **non-school senior secondary providers** applying to:
  + withdraw or cancel the registration to deliver a senior secondary qualification on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
  + withdraw a senior secondary course from CRICOS.
  + withdraw a location from the CRICOS.

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

Applications to withdraw registration, a course or a location from the CRICOS should be made at least **three months** prior to the time at which those changes are proposed to take effect.

The application must be accompanied by the required evidence outlined in Sections 4 and 5. Incomplete applications will be returned.

Please ensure you have signed the declaration at the end of this form.

Following assessment of this application the VRQA will send formal advice to the applicant.

**Electronic Submission**

**Option 1: Email**

Email your files directly to: [vrqa.schools@education.vic.gov.au](mailto:vrqa.schools@education.vic.gov.au).

If sending a large number of files, consider using file compression software such as WinZip. Alternatively, Option 2 may be more appropriate.

**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 fee

There is no fee to lodge an application to withdraw CRICOS registration or withdraw a course of study from CRICOS.

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://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

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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| Section 1: Type of withdrawal | | | | | | | | | | | | | | |
| **1.1** | Indicate type of withdrawal being sought by ticking the appropriate box below | | | | | | | | | | | | | |
| School seeking to withdraw or cancel registration on CRICOS | | | | | | | | | | | | | |
| School seeking to withdraw a course of study to overseas students | | | | | | | | | | | | | |
| School seeking to withdraw a location from CRICOS | | | | | | | | | | | | | |
| Non-school senior secondary provider seeking to withdraw or cancel the registration to deliver a senior secondary qualification on Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) | | | | | | | | | | | | | |
| Non-school senior secondary provider seeking to withdraw a senior secondary course from CRICOS | | | | | | | | | | | | | |
| Non-school senior secondary or foundation secondary provider seeking to withdraw a location from CRICOS | | | | | | | | | | | | | |
| Section 2 – Applicant details | | | | | | | | | | | | | | |
| **2.1** | Name of provider | | |  | | | | | | | | | | |
| **2.2** | Provider CRICOS registration number | | |  | | | | | | | | | | |
| **2.3** | Name of legal entity (proprietor) of provider | | | |  | | | | | | | | | |
| **2.4** | Registered trading name/s | | |  | | | | | | | | | | |
| **2.5** | Head office of legal entity applying for withdrawal | | | Street address | | | | |  | | | | | |
| Postal address  (if different from street address) | | | | |  | | | | | |
| **2.6** | Principal place of business (if different from head office details) | | | Street address | | | | |  | | | | | |
| Postal address  (if different from street address) | | | | |  | | | | | |
| **2.7** | Location of all sites where overseas students attend classes | | | **Location site 1** | | | | | | | | | | |
| Street address | | |  | | | | | | | |
| Suburb | | |  | | | | Postcode | | |  |
| Phone | | |  | | | Fax | |  | | |
| Course(s) delivered on site | | | | | | | | | | |
| Contact person on site | | | |  | | | | | | |
|  | | | **Location site 2** | | | | | | | | | | |
| Street address | | | | | | | | | | |
| Suburb | |  | | | | | Postcode | | |  |
| Phone | |  | | | | | Fax | |  | |
| Course(s) delivered on site | | | | |  | | | | | |
| Contact person on site | | | | |  | | | | | |
| **2.8** | **Principal Executive Officer (PEO)** | | | | | | | | | | | | | |
| The PEO has executive responsibility for the operation of the provider. The PEO in a school is usually the principal. | | | | | | | | | | | | | |
| Title |  | | | | | Surname | |  | | | | | |
| Given names |  | | | | | Position | |  | | | | | |
| Phone |  | | | | | Fax | |  | | | | | |
| Mobile |  | | | | | Email | |  | | | | | |
| **2.9** | **Application contact person** (if different to the PEO) | | | | | | | | | | | | | |
| This person will be the contact point and decision-maker for matters relating to this application. | | | | | | | | | | | | | |
| Title |  | | | | | Surname | |  | | | | | |
| Given names |  | | | | | Position | |  | | | | | |
| Phone |  | | | | | Fax | |  | | | | | |
| Mobile |  | | | | | Email | |  | | | | | |
| Section 3 – Registration/s details and reason for withdrawal | | | | | | | | | | | | | | |
| **3.1** | Provide an explanation outlining the reason/s for seeking cancellation of the CRICOS registration | |  | | | | | | | | | | | |
| **3.2** | Provide the intended last day of delivery of the course(s) to overseas students | |  | | | | | | | | | | | |
| **3.3** | Provide the intended date for the cancellation of the CRICOS registration | |  | | | | | | | | | | | |

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| Section 4 – Course/s details and reason for withdrawal | | | | | | | | | | | |
| **4.1** | Provide details of the course(s) to be withdrawn and the intended last day of delivery of the course(s) to overseas students. | | | | | | | | | | |
| **Course code on CRICOS** | | | **Course name on CRICOS** | | **Number of overseas students currently enrolled in the course** | | | **Number of pending overseas students enrolled in the course** | | |
|  | | |  | |  | | |  | | |
|  | | |  | |  | | |  | | |
|  | | |  | |  | | |  | | |
| **4.2** | Provide an explanation outlining the reason/s for seeking withdrawal of the course/s | | | |  | | | | | | |
| **4.3** | Provide the intended last day of delivery of the course(s) to overseas students | | | |  | | | | | | |
| Section 5 – Campus/location details and reason for withdrawal | | | | | | | | | | | |
| **5.1** | Provide details of the campus(es) to be withdrawn and the intended last day of delivery at the campus(es) to overseas students. | | | | | | | | | | |
| **Campus/Location address** | | | **Courses delivered at the location** | | **Number of overseas students currently enrolled at the location** | | | **Number of pending overseas students enrolled at the location** | | |
|  | | |  | |  | | |  | | |
|  | | |  | |  | | |  | | |
|  | | |  | |  | | |  | | |
| **5.2** | Provide an explanation outlining the reason/s for seeking withdrawal of the campus/location(s) | | | |  | | | | | | |
| **5.3** | Provide the intended last day of delivery of the course(s) to overseas students at the campus/location(s) | | | |  | | | | | | |
| Section 6 – Evidence requirements to withdraw a course of study,  location or registration from CRICOS | | | | | | | | Our evidence is  (list all relevant evidence) | | |
| **6.1** | Will the legal entity continue to offer courses of study to domestic students? | | | | | | | | | |
| No | | Yes | | | | | | | |
| If yes, provide advise if the provider has processes in place for the ongoing management of overseas student records.  No  Yes, please provide details: | | | | | | | |
| **6.2** | If there are any commencing or current overseas students with a Confirmation of Enrolment (CoE), please provide a list of impacted students confirming whether the student: | | | | | | | | | | |
|  | * will complete their course/s before the course/s and or location/s or registration are withdrawn from CRICOS * has been offered a place in an alternative course and has accepted the offer in writing * has received a refund of tuition fees in relation to the course.   Note: The list should include:   * the name of each overseas student currently enrolled in a course * a unique identifier for each student (for example student number) * the course/s in which the overseas student is enrolled at the provider * the specific arrangement agreed for each student (as outlined above) * for transfer students, include details of the new provider and contact person, and the new provider’s CRICOS Provider Code. | | | | | |  | | | | |
| **6.3** | If an overseas student will complete their course/s before the course/s, location/s and or registration are withdrawn from CRICOS, please provide: | | | | | | | | | |
| * detail of the arrangements in place to teach out the delivery of the course/s to overseas students, including the assessment and provision of grades/qualifications. Additionally, please outline the protocol to be followed in the event of a student failing the subject(s) just prior to the withdrawal of the course(s), location(s), and/or registration from CRICOS. | | | | | | |  | | |
| * evidence of communication provided to student and parents if the student is under 18 years, on the intended withdrawal of the course of study and or location or registration including information on assessment, the provision of grades/awarding of qualifications, and the management of accommodation and welfare responsibilities. | | | | | | |  | | |
| **6.4** | If there are any overseas students that will transfer to another provider before the course/s, location/s and or registration are withdrawn from CRICOS, please provide: | | | | | | | | | |
| * evidence of communication provided to student and parents if the student is under 18 years, on the intended withdrawal of the course of study and or location or registration including information on assessment, the provision of grades/awarding of qualifications, and the management of transfer to another provider and accommodation and welfare responsibilities. | | | | | | |  | | |
| * evidence of arrangements, such as a copy of agreement with another provider (if applicable), for the transfer of student records and accommodation and welfare responsibilities | | | | | | |  | | |
| * a confirmation whether a student has been offered a place in an alternative course and has accepted the offer in writing | | | | | | |  | | |
| * details of accommodation and welfare arrangements for each under-18 student | | | | | | |  | | |
| **6.5** | If any overseas students will have access to a refund, please also include: | | | | | | | | | |
| * an outline of the arrangements that have been put in place for the refund of course fees | | | | | | |  | | |
| * a sample of the correspondence that will be sent to students regarding the refund arrangements | | | | | | |  | | |
| Section 7 – Evidence of Approval of Organisation’s Governing Body | | | | | | | Our evidence is  (list all relevant evidence) | | | | |
| **7.1** | Please attach evidence of approval of the Organisation’s Governing Body agreeing to the withdrawal of CRICOS registration and/or a CRICOS course. | | | | | | |  | | | |
| Section 8 – Notification approved by Principal Executive Officer (PEO) | | | | | | | | | |  | |
| Name of PEO | |  | | | | | | | | | |
| Signature | |  | | | | | | | | | |
| Date | |  | | | | | | | | | |