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CRICOS Fit and Proper Person declaration

How to use this declaration

Complete this declaration if:

* the school is applying for registration as a CRICOS provider
* a change of ownership has occurred.

Who completes this declaration

This declaration is completed by the provider and a related person. A related person of a provider or registered provider is:

* an associate of the provider who has been, is or will be, involved in the business of the provision of courses by the provider
* a high managerial agent of the provider.

A high managerial agent of a provider means an employee, agent or officer of the provider with duties of such responsibility that his or her conduct may fairly be assumed to represent the provider in relation to the business of providing courses.

Privacy statement

All information collected in this declaration is required by State or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006* (the Act). To read the VRQA’s full privacy statement, see:

* [Privacy statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to the personal information that we hold about you and request that it be corrected.

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| --- | --- | --- | --- | --- |
| **Statutory Declaration** | | | | |
| Please complete the following | | | | |
| I, | | | (full name) | |
|  | | | (school name) | |
| of | | | (address) | |
|  | | | (occupation) | |
| Has the person, body or organisation seeking registration, an associate of the provider who has been, is or will be, involved in the business of the provision of courses by the person, body or organisation or a high managerial agent: | | | | |
| a. | ever been convicted of an offence? | ☐ Yes | | ☐ No |
| b. | ever been cancelled or suspended under ETRA or the ESOS Act? | ☐ Yes | | ☐ No |
| c. | ever been issued with an Immigration Minister’s suspension certificate? | ☐ Yes | | ☐ No |
| d. | whether a condition has ever been imposed under the ESOS Act on the registration of the provider or a related person of the provider? | ☐ Yes | | ☐ No |
| e. | ever been involved in the provision of courses by another person or body who is covered by paragraph (a) to (e) at the time of the events that gave rise to the relevant prosecution or other action? | ☐ Yes | | ☐ No |
| f. | ever become bankrupt or taken steps to take the benefit of any law for the relief of bankrupt or insolvent debtors or compounded with one or more creditors of the provider or person or made an assignment of the remuneration of the provider or person for the benefit of one or more creditors of the provider or person? | ☐ Yes | | ☐ No |
| g. | ever been disqualified from managing corporations under Part 2D.6 of the *Corporations Act?* | ☐ Yes | | ☐ No |
| h. | Ever been involved in the business of the provision of courses by another provider who is covered by any of the above paragraphs at the time of any of the events that gave rise to the relevant conviction or other action? | ☐ Yes | | ☐ No |
| If you answered yes to any question, please provide further details on a separate sheet of paper and attach to this declaration. Please include any relevant documentation, for example Court order, correspondence. | | | | |

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| I acknowledge that 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 | |  | (day), of |  | | (month), 202\_ | | (day, month, year) |
| x | | | | | (signature of person making this declaration – to be signed in front of an authorised witness) | | | |
| before me | x | | | | (signature of authorised witness) | | | |
| \* 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) | | | | | | | | |