



Department of  
**Education**

# **APPLICATION FOR INITIAL REGISTRATION**

PROVIDERS OF EDUCATION AND TRAINING TO  
OVERSEAS STUDENTS  
SCHOOL REGULATION

## Initial registration (proposed)

Submission of this application for initial registration (proposed) enables the Director General of the Department of Education to assess a proposed provider's compliance with:

- *Education Services for Overseas Students Act 2000* (the ESOS Act);
- *Education Service Providers (Full Fee Overseas Students) Registration Act 1991* (the ESPRA); and
- the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code 2018).

The Director General makes decisions about registration under the ESPRA and makes recommendations to the Commonwealth Department of Education and Training about registration under the ESOS Act. The Director General's assessment about registration takes into account relevant information about the provider and school.

## How to complete this application

Please complete the provider and school details in Part A, record evidence references and declarations in Part B, and sign the submission statutory declaration.

Please attach all documents identified in Part B.

Submit Parts A and B along with all documents to the Department of Education.

### Fee payment

The Department will issue an invoice to the applicant on receipt of the application.

Provider with a proposed total international student population of:

nine or less per calendar year	\$327
10 or more per calendar year	\$812

### Supplementary evidence

Following submission of Parts A, B and associated documentation, schools may be asked to provide further information.

### Registration visit

To facilitate the proposed registration, a visit to the school may be required. If a visit is to be undertaken, schools are advised of the scheduled date well before the visit.

Closer to the date of the visit, the Department will make contact with the school to discuss the aspects of registration that will be the focus of the visit and further information, if any, to be made available on the day of the visit.

### Submission:

Email to: [ngsregulation@education.wa.edu.au](mailto:ngsregulation@education.wa.edu.au)

Applications which are larger than 20 MB are unable to be accepted by email. Please contact us on the details below to arrange submission of a larger application.

or

Level 9, 20 Walters Drive OSBORNE PARK WA 6017; or PO Box 1766 OSBORNE PARK WA 6916

Attention: Regulation Officer (Schools), Non-Government Schools

### Enquiries:

T: (08) 9441 1943

E: [ngsregulation@education.wa.edu.au](mailto:ngsregulation@education.wa.edu.au)

Application form published 4 October 2018

## Part A: Registered legal entity (Provider) and school details

### Registered legal entity

<b>Head office (in Australia)</b>			
Registered legal entity		CRICOS Code	
Type of legal entity			
Street address			
Suburb		Postcode	
Postal address (if different to street address)			
Suburb		Postcode	
Australian Business Number (ABN) or Australian Company Number (ACN)			
Registered Business Name		Telephone number	
Email address		Website address	

### School for which registration is sought

School name			
Main address			
Suburb		Postcode	
Postal address			
Suburb		Postcode	
School website		Telephone number	
School email address		Maximum student capacity across all campuses/sites	
Name of contact person		Role of contact person	
Email address		Mobile number	
Courses offered		Course code	

### Other school locations for which registration is sought

Attach a separate schedule if space below is insufficient.

Campus/site name			
Campus/site address			
Suburb		Postcode	
Telephone number		Max. international student capacity	
Name of contact person		Role of contact person	
Email address		Mobile number	
Courses offered		Course code	

## Principal Executive Officer

Given Names		Family name	
Position		Mobile number	
Email address		Direct number	

## Contact person for matters concerning International Students

Given Names		Family name	
Position		Mobile number	
Email address		Direct number	

## Part B: Evidence references and declarations

### National Code of Practice for Providers of Education and Training to Overseas Students 2018

Standard		Document title	Document or website reference i.e. Page 4 or hyperlink
<a href="#">Standard 1</a>	1.1		
	1.2		
	1.3		
	1.4		
	1.5		
<a href="#">Standard 2</a>	2.1		
	2.2		
	2.3		
	2.4		
	2.5		
<a href="#">Standard 3</a>	3.1		
	3.2		
	3.3		
	3.4		
	3.5		
	3.6		
<a href="#">Standard 4</a>	4.1		
	4.2		
	4.3		
	4.4		
	4.5		
	4.6		
<a href="#">Standard 5</a>	5.1		
	5.2		

	5.3		
	5.4		
	5.5		
	5.6		
	5.7		
<a href="#">Standard 6</a>	6.1		
	6.2		
	6.3		
	6.4		
	6.5		
	6.6		
	6.7		
	6.8		
	6.9		
<a href="#">Standard 7</a>	7.1		
	7.2		
	7.3		
	7.4		
	7.5		
	7.6		
	7.7		
<a href="#">Standard 8</a>	8.1		
	8.2		
	8.3		
	8.4		
	8.5		
	8.6		
	8.7		
	8.8	Not applicable (Higher education)	Not applicable
	8.9	Not applicable (Vocational education and training)	Not applicable
	8.10		
	8.11		
	8.12		
	8.13		
	8.14		
	8.15		
	8.16		
	8.17		
	8.18		

	8.19		
	8.20		
	8.21		
	8.22		
<u>Standard 9</u>	9.1		
	9.2		
	9.3		
	9.4		
	9.5		
	9.6		
<u>Standard 10</u>	10.1		
	10.2		
	10.3		
	10.4		
<u>Standard 11</u>	11.1		
	11.2		
	11.3		
	11.4	Not applicable (Self-accrediting providers)	Not applicable



# Fit and Proper Person Statutory Declaration

## Oaths, Affidavits and Statutory Declarations Act 2005

I, \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

Chair of \_\_\_\_\_ (legal entity)

sincerely declare as follows:

- that the person, body or organisation seeking registration; and
- that any 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:

(select the one which applies)

has / have:

- never been convicted of an offence;
- never been cancelled or suspended under the ESOS Act;
- never been issued with an Immigration Minister's suspension certificate;
- never had a condition imposed under the ESOS Act on the registration of the provider or a related person of the provider;
- never 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;
- never been disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001* or fined under the *Associations Incorporation Act 2015*; and
- never 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.

has / have been subject to one or more of (a) – (g), and I am satisfied that despite this, the person, body, organisation and/or associate is fit and proper for the reasons attached.

(attach further details on a separate sheet of paper)

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at

\_\_\_\_\_ (location of signing) in the State of Western Australia, on

this \_\_\_\_\_ (day), of \_\_\_\_\_ (month), 20\_\_\_\_ (year), by

\_\_\_\_\_  
Name of person making this declaration

\_\_\_\_\_  
Signature of person making this declaration

in the presence of

\_\_\_\_\_  
Name of authorised witness

\_\_\_\_\_  
Signature of authorised witness

**\* Important: This declaration must be made before one of the following persons:**

Academic (post-secondary institution)	Court officer (magistrate, registrar or clerk)	Loss adjuster	Psychologist
Accountant	Defence Force officer	Marriage Celebrant	Public Notary
Architect	Dentist	Member of Parliament	Public Servant (State or Commonwealth)
Australian Consular Officer	Doctor	Minister of religion	Real Estate agent
Australian Diplomatic Officer	Electorate Officer (State – WA only)	Nurse	Settlement agent
Bailiff	Engineer Industrial organisation secretary	Optometrist	Sherriff or deputy Sheriff
Bank Manager	Insurance broker	Patent Attorney	Surveyor
Chartered secretary	Justice of the Peace (any State)	Physiotherapist	Teacher
Chemist	Lawyer	Podiatrist	Tribunal officer
Chiropractor	Local government CEO or deputy CEO	Police officer	Veterinary surgeon
Company auditor or liquidator	Local government councillor	Post Officer Manager	



# Submission of application for registration statutory declaration

## Oaths, Affidavits and Statutory Declarations Act 2005

I, \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

Principal Executive Officer of \_\_\_\_\_ (legal entity)

sincerely declare as follows:

- all of the information provided in and with this application is true and correct; and
- that the legal entity complies with the requirements of the *Education Service Providers (Full Fee Overseas Students) Registration Act 1999 (WA)* and *Education Services for Overseas Students Act 2000 (Cth)* and all other State and Australian Government legal requirements associated with its operation.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005* at

\_\_\_\_\_ (location of signing) in the State of Western Australia, on

this \_\_\_\_\_ (day), of \_\_\_\_\_ (month), 20\_\_\_\_ (year), by

\_\_\_\_\_  
Name of person making this declaration

\_\_\_\_\_  
Signature of person making this declaration

in the presence of

\_\_\_\_\_  
Name of authorised witness

\_\_\_\_\_  
Signature of authorised witness

### \* Important: This declaration must be made before one of the following persons:

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Australian Consular Officer	Doctor	Minister of religion	Real Estate agent
Australian Diplomatic Officer	Electorate Officer (State – WA only)	Nurse	Settlement agent
Bailiff	Engineer Industrial organisation secretary	Optometrist	Sherriff or deputy Sheriff
Bank Manager	Insurance broker	Patent Attorney	Surveyor
Chartered secretary	Justice of the Peace (any State)	Physiotherapist	Teacher
Chemist	Lawyer	Podiatrist	Tribunal officer
Chiropractor	Local government CEO or deputy CEO	Police officer	Veterinary surgeon
Company auditor or liquidator	Local government councillor	Post Officer Manager	