



Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Course Registration & Variation Schedule

1. About this form

Providers that wish to add new courses to CRICOS or vary courses already registered on CRICOS must complete the Course Registration and Variation Schedule (refer page 4 of this document).

To register new courses all fields of the schedule (except column 2 in the case of new courses) must be completed in full. Failure to do so may result in the Department of Education returning documentation to the applicant for completion.

Providers are not permitted to promote a course, offer a course or enrol international students into a course unless that course is registered on CRICOS.

Providers can submit the schedule as a hard copy or can e-mail it to NGSRegulation@education.wa.edu.au.

If submitting the forms electronically, the 'Authorisation' declaration must be a signed scanned copy and forwarded to NGSRegulation@education.wa.edu.au.

Tuition Protection Service (TPS)

For all providers seeking to add courses to Provider Registration and International Student Management System (PRISMS), this completed form is to be accompanied by evidence that additional coverage has been obtained from their TPS for those courses. It is a requirement under section 26 of the *Education Services for Overseas Students Act 2000* (ESOS Act).

Course variations

For course variations please include the course title, CRICOS course code and indicate on the schedule the new details for the course (only complete columns for which details have changed). For example, if you wish to change the tuition fee for a course, complete the course title, CRICOS course code and fee values i.e. complete columns 1,2,6,7 and 8 of the schedule.

Deleting courses

Should you wish to delete a course, please include the title of the course, course code and in the third column "Action type" type the words "delete".

Fee payment

Each application for the registration of a new course(s) to be placed on the CRICOS within an institution's registration period will be subject to the following charges -

Institutions with a total international student population of 9 or less per calendar year	\$327
Institutions with a total international student population of 10 or more per calendar year	\$812
Deletion of a course/s	\$20

Please note: The above fees do not apply if courses are being registered as part of a provider's initial registration or renewal of registration process.

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

Submission:

Email to: 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

Enquiries:

T: (08) 9441 1943

E: ngsregulation@education.wa.edu.au

2. Instructions for completing the schedule

Please read the following instructions carefully before you complete the Course Registration and Variation Schedule. The numerical sequence of the instructions below follows that on the schedule.

1. Course title

Please state the official course title.

Conventional examples used in the Schools Sector are:

- Primary Education Years PP-6
- Secondary Education Years 7-10
- Senior Secondary Certificate of Education Years 11-12
- International Baccalaureate Primary Years Programme (PYP)
- International Baccalaureate Middle Years Programme (MYP)
- International Baccalaureate Diploma Programme (Years 11-12)

2. CRICOS course code

Insert the CRICOS course code if the course is already registered and you are simply wishing to vary the registered details.

3. Action type

Indicate whether you wish to add a new course, vary a registered course or cancel an existing course. It should be noted that where a provider is seeking to relinquish their registration as an international education provider altogether, such a request is to be received as a discrete advice from the Principal Executive Officer on letterhead indicating the effective date of the requested action, rather than using this form.

4. Course Level

Please use one of the following keys:

- Primary School Studies
- Junior Secondary Studies
- Senior Secondary Certificate of Education
- Non-AQF award

5. Level of Education

CRICOS requires the entry of a broad, narrow and detailed level of study in line with the Australian Standard Classification for Education (ASCED). For field five you must insert the broad, narrow and detailed level by inserting the relevant classification codes according to the ASCED Guidelines available at the Australian Bureau of Statistics website at www.abs.gov.au. Mainstream school sector courses will typically be classified as 12 01 01, however in some cases, other classifications are appropriate.

6. Tuition fees

Tuition fees are fees received that are directly related to the provision of a course (defined in section 7 of the ESOS Act). Tuition fees are typically compulsory fees for the delivery of the enrolled course and include items such as:

- Face-to-face instruction
- tutorials and tutoring sessions
- additional requisite training including practicums and practice hours
- ancillary costs for fieldwork, excursions or laboratories
- specialist materials that are mandatory and relate to the provision of the course.
- Any compulsory enrolment or administration fees that apply during the entire period of enrolment.

7. Non-tuition fees

Non-tuition fees cover other items not directly related to tuition and may be compulsory or discretionary. Non-tuition fees include fees such as:

- application fees
- boarding fees only if boarding is a mandatory requirement for enrolment
- book fees (where books are not supplied by the school)
- uniform fees (estimate over the duration of the course) and
- endowment fees.

8. Total course cost

Indicate the estimated total course cost for the entire course. For example, if the course (e.g. Senior Secondary Certificate of Education Years 11 - 12) is a two-year course, indicate the total cost for the entire course. Course costs include tuition fees plus any additional compulsory costs. (Do not include cents or decimal points).

9. Arrangements with other providers

Please indicate whether any other providers are involved in the delivery of the course. For example, will a registered Vocational Education and Training provider potentially be issuing a qualification to students as part of VET in Schools.

Please note: If yes, in line with Standard 11.1 of the National Code, please provide a rationale for the delivery for the course, where and how the course will be delivered, information as to how you will ensure compliance with the National Code when the student is with the other provider and provide a copy of a signed agreement between the parties.

10. Course location site/s

Please indicate the site/s from where the course will be delivered. Where the school only delivers at a single site, please indicate 'Main'. Otherwise give the site name or attach an appendix if insufficient room is available to make nominations.

11. Mode of study

Percentage, if any of the total course is delivered on-line or through distance education. Indicate by inserting percentage.

4. Authorisation

Registered legal entity and school details:	
Registered legal entity	
CRICOS code	
School name	

The schedule must be authorised by the Principal Executive Officer of the organisation or the Delegated Officer.

Courses meet the requirements of the 2018 National Code and the *ESOS Act 2000* with respect to provision for international students studying in Western Australia on student visas.

Signature

Date

Full name

Title