Amendment to provider registration details (CRICOS)

This form is to be used by SCHOOLS registered in Queensland and on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

*If you have any queries regarding this application, please contact the International Quality (Schools) Unit on*

 *(07) 3513 6748 or via email at* *InternationalRegistration@qed.qld.gov.au*

Provider details

|  |  |
| --- | --- |
| Legal entity name / Governing body name |  |
| Trading name |  |
| CRICOS code |  |
| Contact name if further information is required |  |
| Phone number – please provide a direct number if possible |  |
| Email address |  |

Type of amendment required

*Please indicate which amendments are required:*

|  |
| --- |
| Amendment to provider details: [ ]  Updating provider details [ ]  Change in Principal Executive Officer (PEO)  [ ]  Delegation |
| Amendments to location and capacity: [ ]  Increase or decrease the approved capacity a location [ ]  Cancel an existing location [ ]  Add or remove a registered course at a locationRegistering a new location [ ]  Register a new location |

Amendment to provider details

|  |  |
| --- | --- |
| Street address |  |
| Suburb |  |
| State |  | Post code |  |
| Phone number |  |
| Email address |  |
| Website |  |

Change to PEO and associated delegations

Principal Executive Officer

|  |  |
| --- | --- |
| Title |  |
| First name/s |  |
| Surname |  |
| Position |  |
| Email address^ |  |
| Phone number |  |

^ Please note, to enable multi-factor authentication in PRISMS, the email address must represent a personal email address rather than a generic school-based email address.

Declaration

|  |
| --- |
| I confirm I have been nominated by the school’s governing body to assume the responsibilities of the *Principal Executive Officer* under ESOS. I confirm I understand my responsibilities as the Principal Executive Officer (PEO) include:* ensuring the General Obligations on registered providers are met in accordance with [Part 3, Division 1, ESOS Act 2000](https://www.legislation.gov.au/Details/C2022C00066);
* ensuring all tuition fees are received in accordance with the requirements specified under [Part 3, Division 2, ESOS Act 2000](https://www.legislation.gov.au/Details/C2017C00292);
* the National Code is implemented, as specified under [Part 4, ESOS Act 2000](https://www.legislation.gov.au/Details/C2017C00292);
* where welfare responsibility has been accepted under a CAAW, all obligations are fulfilled in accordance with requirements of [Standard 5 of the National Code 2018](https://www.legislation.gov.au/Details/F2017L01182);
* when a provider or student defaults occurs, all obligations are met in accordance with [Part 5, Division 2, ESOS Act 2000](https://www.legislation.gov.au/Details/C2017C00292); and
* all Commonwealth and Designated State Authority (DSA) regulatory fees associated with the school’s CRICOS registration are met.
 |
| Signature | Date |

Amendment to location and/or capacity

Amending an existing location

Note: to amend more than one location, please replicate this table as many times as required.

|  |
| --- |
|  [ ]  Increase or decrease the capacity at an existing location [ ]  Cancel an existing location [ ]  Add or remove a registered course at a location |
| **Increasing or decreasing the capacity at an existing location:**[ ]  Increase in capacity [ ]  Decrease in capacity |
| Name of location |  |
| Current number of overseas students at location |  |
| Current approved overseas student capacity at location |  |
| New overseas student capacity at location |  |
| **Cancelling an existing location:** |
| Location name |  |
| Are there any overseas students currently enrolled at this location? [ ]  Yes [ ]  No Please note, while there are active enrolments linked to this location, the location cannot be cancelled in PRISMS. |
| **Adding or removing a course at a location:** |
| Location name |  |
| CRICOS course code | Course name | Add or Remove course |
|  |  | [ ]  Add [ ]  Remove |

Registering a new location

Note: for more than one additional location, please replicate this table as many times as required.

|  |  |
| --- | --- |
| Name of location |  |
| Street address |  |
| Suburb |  |
| State |  | Post code |  |
| Phone number |  |
| **Capacity at this location:** |
| Current number of domestic students at the new location |  |
| Requested overseas student capacity at the new location |  |
| **Student cohort at this location:** [ ]  Co-Ed [ ]  Girls only [ ]  Boys only  |
| **Accommodation and welfare options for students under 18 years of age enrolled at this location:** [ ]  No accommodation option (i.e., the school has chosen not to accept welfare and accommodation responsibility under St.5 for students enrolled at this location.) [ ]  Boarding [ ]  Homestay |
| **Courses to be delivered at this location:** [ ]  Primary School Studies [ ]  Junior Secondary Studies [ ]  Senior Secondary Studies (QCE) [ ]  ELICOS [ ]  International Baccalaureate  |
| **Overseas student coordinator / Day-to-day student contact at this location** |

Payment and submission details

*Application fee*

Please be advised, an application fee applies to amendments to registration. You will be invoiced upon receipt of this application.

For current fees, please refer to our [website](https://www.qld.gov.au/education/international/cricos).

*Submission requirements*

All applications must be submitted electronically; hard copies of documents will not be accepted.

The completed form should be returned to the International Quality (Schools) Unit via email at:

 InternationalRegistration@qed.qld.gov.au

If you have any questions regarding this form, please contact us on **(07) 3513 6748.**

|  |
| --- |
| Privacy notice:*The International Quality (Schools) Unit collects ‘personal information’ within the meaning of the Queensland Government Information Privacy Act 2009, which deals with the collection and handling of such information by government agencies.**Information collected on this form is in accordance with the Commonwealth’s Education Services for Overseas Students (ESOS) Act 2000 and the Education (Overseas Students) Act 2018 (Qld) to update details on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The department will provide registration information to the Australian Government’s Department of Education (DoE) for publication on the national register.**Personal information is collected and used to:** *process applications*
* *ask further questions or request further information*
* *enable the International Quality (Schools) Unit to make decisions under the Education (Overseas Students) Act 2018 (Qld) and Education Services for Overseas Students Act 2000 (C’wlth)*

*The type of personal information collected may include:** *personal details, including name, postal address, phone number, email*
* *enquiries or complaints*

*Personal information may be disclosed to third party entities if applicable. Examples of these entities are:** *The Queensland Minister for Education*
* *The Director-General (or delegate) and other relevant areas within the Queensland Department of Education*
* *The Australian Government’s Department of Education (DoE)*
* *International Quality (Schools) Unit staff administering and processing CRICOS applications and registration amendments*

*Certain information collected may also be published under the Open Data (*[*data.qld.gov.au*](https://data.qld.gov.au/)*) if suitable for release.**In other instances, information collected can be disclosed without further consent where authorised or required by law.*  |