

Draft SV500 CRICOS REGISTRATION POLICY

1. RATIONALE

CRICOS registration is required for The Friends' School to be an approved education provider for students studying at the School on a Student Visa 500 (SV500). The *SV500 CRICOS Registration Policy* addresses the management of the School's CRICOS registration, responsibilities for maintaining compliance and for managing any changes or updates to the registration.

2. BACKGROUND

2.1 The Friends' School is currently CRICOS registered and the School's **CRICOS Provider Code is 00477G**.

2.2 The School is CRICOS registered to enrol up to 50 students studying on an SV500.

2.3 The School is CRICOS registered to offer the following courses:

Course Code	Course Name	Level	Duration (Weeks)
051385M	International Baccalaureate	Senior Secondary Certificate of Education	96
030826J	Primary Years 4-6	Primary School Studies	153
021271C	Secondary Junior Year 7	Junior Secondary Studies	47
021270D	Secondary Junior Years 8-10	Junior Secondary Studies	153
043008C	Secondary Senior Years 10-12	Junior Secondary Certificate of Education	153
004728E	Secondary Years 11-12	Senior Secondary Certificate of Education	96

2.4 The School's current CRICOS registration period of 5 years expires on 29 June 2020.

2.5 Prior to the School's current registration expiring, the School will be required to apply for re-registration through the Tasmanian Assessment, Standards and Certification (TASC), the State authority responsible for CRICOS registration of schools in Tasmania.

3. DEFINITIONS AND ACRONYMS

3.1. CRICOS *The Commonwealth Register for Institutions and Courses for Overseas Students* (CRICOS) is a register of Australian education providers that recruit, enrol and teach students studying on a Student Visa 500 (SV500). Providers in all education sectors (e.g. Higher Education, Foundation, VET, ELICOS, Schools, Non-Award), must be CRICOS registered to enrol students studying on a Student Visa 500. <Link>

<http://cricos.education.gov.au/>

3.2. Provider

A Provider is:

- a registered higher education provider; or
- a registered VET provider; or
- an approved school provider; or
- a person or entity that provides an ELICOS or a Foundation Program; or
- another person or entity (other than a person or entity specified under subsection (2)); that provides, or seeks to provide, courses to overseas students.

(source: <https://www.legislation.gov.au/Details/C2018C00210>)

3.3. PRISMS

The Provider Registration and International Student Management System (PRISMS) is a Federal Government (Department of Education and Training and Department of Home Affairs) computer system used for the purpose of receiving and storing information about students who are applying for or are granted a Student Visa 500.

www.prisms.education.gov.au

3.3.1. PRISMS is a secure system for providers registered on CRICOS to comply with legislative requirements by:

- issuing bona fide confirmations of enrolments (CoE) as "evidence of enrolment" in a registered full-time course as required for the issue of a student visa by Home Affairs, and
- reporting changes in course enrolment, particularly where study ceases (non-compliance), or the duration of the study changes. The system also facilitates the monitoring of student compliance with visa conditions and provider compliance with the ESOS Act.

(source: https://prisms.education.gov.au/Information/ShowInformation.aspx?Doc=Conditions_of_Use&key=information-conditions-of-use&Heading)

3.4. Confirmation of Enrolment (CoE) is a document, provided electronically (via PRISMS), which is issued by the registered provider to intending SV500 students and which must accompany their application for a student visa. It confirms the student's eligibility to enrol in the particular course of the registered provider.

(Source: <https://internationaleducation.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/pages/definitionsandacronyms.aspx>)

3.5. Confirmation of Appropriate Accommodation and Welfare (CAAW) is a document, provided electronically (via PRISMS), which is issued by the provider to intending SV500 students when the provider takes on responsibility for approving the accommodation, support and general welfare arrangements (but not including guardianship, which is a legal relationship not able to be created or entered into by a registered provider) for a student who is under 18 years of age. The CAAW stipulates the nominated dates for which the provider has accepted this responsibility. The CAAW is issued with the CoE and must accompany the student's application for a Student Visa 500.

(source: https://www.legislation.gov.au/Details/F2017L01182/Html/Text#_Toc487026964)

4. SCOPE

Responsibility for CRICOS Registration, compliance and management lies with:

- 4.1. The Board of Governors
- 4.2. Principal
- 4.3. Principal's Committee
- 4.4. K-12 International Student Coordinator
- 4.5. Enrolments Manager

5. Policy

5.1. The Friends' School will continue to be CRICOS registered to enrol up to 50 students (maximum) on a Student Visa 500

5.2. The Friends' School will continue to be registered to offer the following courses to students studying on a SV500

Course Code	Course Name	Level	Duration (Weeks)
051385M	International Baccalaureate	Senior Secondary Certificate of Education	96
030826J	Primary Years 4-6	Primary School Studies	153
021271C	Secondary Junior Year 7	Junior Secondary Studies	47
021270D	Senior Junior Years 8-10	Junior Secondary Studies	153
043008C	Secondary Senior Years 10-12	Junior Secondary Certificate of Education	153
004728E	Secondary Years 11-12	Senior Secondary Certificate of Education	96

5.3. The School's CRICOS Registration and ongoing compliance will be regularly reviewed by the Board of Governors and be included in the School's risk management strategy

- 5.4.** The Principal, with the support of the Principal's Committee, the K-12 International Student Coordinator and the Enrolments Manager will be responsible for the management of the School's CRICOS Registration and associated compliance requirements
- 5.5.** The K-12 International Student Coordinator acting on behalf of the Principal will have direct oversight of:
 - 5.5.1.** the School's compliance with Federal and State legislative requirements for students enrolled at the School on a Student Visa 500
 - 5.5.2.** the experience of all international students and
 - 5.5.3.** the International Student Reference Group (Chair)
- 5.6.** The School will respond to and act on changes in legislation concerning CRICOS Registration and the enrolment of students studying on an SV500, to ensure that all policies and procedures remain compliant, as required and advised by the regulatory authorities
- 5.7.** Updates to CRICOS related policies and procedures will be subject to the School's policy and procedure approval process.
- 5.8.** The School will submit to TASC for approval, information on any proposed changes to the School's registration for a course, at least 30 days prior to the time at which those changes are proposed to take effect. This includes the unlikely possibility of the School withdrawing the availability of a course for current or future enrolments
- 5.9.** The School will notify TASC in the case of:
 - 5.9.1.** any prospective changes to the ownership of the registered provider as soon as practicable before the change takes effect; or
 - 5.9.2.** any prospective or actual change in relation to a related person of the provider:
 - If the change cannot be determined until it takes effect - within 10 business days
 - otherwise - as soon as practicable before the change takes effect
 - 5.9.3.** The school will notify TASC of information of new owner or related person as soon as practical before the changes takes effect
- 5.10.** The School will keep records, including a back-up of all electronic records, as follows:
 - 5.10.1.** assessment of provider transfer requests (see *SV500 Student Transfer Policy*)
 - 5.10.2.** complaints and appeals handling (see *SV500 Internal Complaints and Appeals Policy* and *SV500 External Complaints Policy*)
 - 5.10.3.** variations in enrolment load that may affect students' duration of study (see *SV500 Course Delivery and Duration Policy*)
 - 5.10.4.** course progress of each student for each unit of the course for which the student is enrolled (see *SV500 Course Delivery Policy*)
 - 5.10.5.** attendance of each student for the scheduled course contact hours for each course (excluding higher education and certain VET courses) the student is enrolled in (see *Attendance Policy*)
 - 5.10.6.** granting course credit

- 5.10.7. assessing applications for deferment or suspension (see *SV500 Deferment, Suspension and Cancellation Policy*)
 - 5.10.8. critical incidents and any remedial action taken (see *Critical Incident Management Policy*)
 - 5.10.9. current residential address (and mobile phone number and email address, if any) of each accepted student who is enrolled or has paid any tuition fees (see *SV500 Student Visa Requirements Policy*)
 - 5.10.10. assessment outcome of each approved unit completed by each student (see Section 21 of the Act. The records must be kept at least two years after the person ceases to be an accepted student) (see *K-12 Assessment at Friends Policy*)
 - 5.10.11. the amount of money paid by the student to the provider, including the separate identification of tuition fees and non-tuition fees (see *Enrolment Policy, SV500 Fees Policy, SV500 Offer and Acceptance Policy*)
 - 5.10.12. the part and duration of the course to which the fees paid relate (*SV500 Offer and Acceptance Policy*)
 - 5.10.13. copies of written agreements to which the provider and student are parties (see *SV500 Offer and Acceptance Policy, SV500 Offer Letter, SV500 Enrolment Contract*)
 - 5.10.14. any amounts that have become payable by the student but have not been paid (see *SV500 Fees Policy*)
(Source:file:///C:/Users/mckeo/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/QuickReferenceGuide_RecordKeeping%20(3).pdf)
 - 5.10.15. the amount that a student will be charged to access the student's records (see *SV500 Fee Policy*)
(Source:file:///C:/Users/mckeo/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/QuickReferenceGuide_RecordKeeping%20(3).pdf)
- 5.11. The School will advise the TASC of annual changes to SV500 tuition fees and total course costs for the forthcoming School year by December of each subsequent year.
 - 5.12. The School will report the SV500 tuition and non-tuition fee income received via PRISMS, on a monthly basis, as and if required
 - 5.13. The School will pay the Annual Registration Charges (ARC) and Tuition Protection Levy (TPS) as required and by the due date each year

6. Federal and State Legislative Requirements and Guidelines

The Friends' School's policies, procedures and guidelines must reflect the School's aims, values and duty of care for all students, and the requirements, recommendations, standards and values of the following:

- 6.1. The Education Services for Overseas Student Act 2000 (ESOS Act 2000)
- 6.2. National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- 6.3. National Code 2018 Factsheets
- 6.4. Tuition Protection Scheme (TPS)
- 6.5. Education Act 2016 (Tasmania)
- 6.6. Registration to Work with Vulnerable People (WWVP) (Tasmania)
- 6.7. Children, Young Persons and Their Families Act 1997 (Tasmania)
- 6.8. Right to Information Act 2009 (Tasmania)

- 6.9.** Personal Information and Protection Act 2004 (Tasmania)
 - 6.10.** National Child Protection Legislation
 - 6.11.** Australian Consumer Law
 - 6.12.** Australian Consumer Law (Tasmania) Act 2010
- 7.** Related Policies, Procedures and Guidelines
- ❖ *International Student Policy*
 - ❖ *The Friends' School Register of International Student Policies, Procedures, Guidelines, Processes and Forms*