Purpose

To ensure that University programs, delivered on-shore and offered to on-shore international students are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

The University and its partner providers and education agents must not promote a program or course to on-shore international students unless it is registered on CRICOS.

Scope

This procedure applies to Higher Education programs offered to on-shore international students studying in Australia.

It covers the stages of:

Adding new programs for Higher Education to the CRICOS Register.

Review of Higher Education program listings on the CRICOS Register.

The administration of the CRICOS approval process is the responsibility of the Centre for University Partnerships.

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>CRICOS:</td>
<td>Commonwealth Register of Institutions and Courses for Overseas Students.</td>
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<tr>
<td>CUP:</td>
<td>Centre for University Partnerships</td>
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</table>
Term | Definition
--- | ---
School: | School delivering programs to international students
On-shore International Student: | A person holding an Australian student visa, enrolled in a University CRICOS registered program. Students on other classes of visa are not included.
Partner Providers: | Educational institution providing programs and courses of the University through and approved Education Agreement
Program: | A full-time registered program of education or training registered on CRICOS for the attainment of a diploma or certificate. Defined as Course in the ESOS Act.
TEQSA: | Tertiary Education Quality and Standards Authority. The Commonwealth authority for processing higher education CRICOS applications.

**Actions**

Adding New Programs for Higher Education to the CRICOS Register.

Review of Higher Education Program Listings on the CRICOS Register.

### Adding New Programs for Higher Education to the CRICOS Register

<table>
<thead>
<tr>
<th>STEPS</th>
<th>WHO IS RESPONSIBLE?</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All programs to be CRICOS registered must be listed on the University’s Schedule 5.1</td>
<td>School</td>
<td>Contact CUP for Variation to Partner Provider Education Agreement form.</td>
</tr>
<tr>
<td>2. Programs for delivery at partner provider locations must be approved by the International &amp; Partners Committee</td>
<td>School</td>
<td>The program’s tuition fee must be listed on the International Fee Schedule for teaching location. Refer point 4.</td>
</tr>
<tr>
<td>3. Dean of School will complete all the required sections of the Internal Request for a Program to be Registered on CRICOS form and return the completed form to CUP.</td>
<td>School</td>
<td>Contact CUP for the Internal Request for a Program to be Registered on CRICOS form. Program structure: No more than one third of the program can be delivered online or by distance education. Students must study at least one course face to face each semester unless it is their final course in their final semester. Early submission of documentation is recommended as approval can be a lengthy process.</td>
</tr>
<tr>
<td>4. CUP will confirm with the Student Finance Department that the program listed on the University’s international fee schedule for appropriate teaching location.</td>
<td>CUP/Finance/School</td>
<td>A memo requesting additions to the Fee Schedule is to be forwarded to the Manager, Student Finance, listing: Program title, FedUni program code, International tuition fee, and the</td>
</tr>
</tbody>
</table>
### STEPS | WHO IS RESPONSIBLE? | COMMENTS
--- | --- | ---
6. CRICOS application is completed and submitted to TEQSA. | CUP | • Teaching locations. The approval process for proposed international fees involves authorisation by the Vice-Chancellor and University Council. All CRICOS approved programs for the University can be found on the [CRICOS Register](#).

7. TEQSA will assess the application and attach a CRICOS code to the program and record the details on the CRICOS register. | TEQSA | Once a CRICOS code has been allocated for the program, the CRICOS code and the University’s CRICOS provider code (00103D) should appear on promotional material generated across the University for the program.

8. All relevant parties will be advised of the approved CRICOS registration. | CUP | Contact CUP if students are currently enrolled in the program or may have received an offer into the program.

### Review of Higher Education Program Listings on the CRICOS Register

| STEPS | WHO IS RESPONSIBLE? | COMMENTS |
--- | --- | ---
1. Initiate annual review of CRICOS register and forward relevant CRICOS Schedules to each School seeking amendments to the International Fee Schedule. | CUP/Student Finance | Amendments may be: • Approved fee amendment • Change of program title • Change of duration • Change of delivery mode • No longer delivered to international students. Contact CUP if students are currently enrolled in the program or may have received an offer into the program.

2. For changes to program other than change to fee e.g. change in title or duration, complete the Internal Request for a Program to be School Registered on CRICOS form and send to CUP. | School | Contact CUP for the Internal Request for a Program to be Registered on CRICOS form.

- If a program is delivered at a partner location and has a title change an amendment to the Education Agreement must be made before the CRICOS amendment application can be lodged.

- Change of fee: Changes to fee is advised by Student Finance following approval process.

3. CRICOS application assessed TEQSA. | TEQSA | TEQSA will determine whether a new program registration is required.

4. All relevant parties will be advised of approved CRICOS registration. | CUP | Once a CRICOS code has been allocated for the program, the CRICOS code and the University Procedure Warning - Uncontrolled when printed! The current version of this document is kept on the FedUni website. Document Owner: Manager, Compliance, Centre for University Partnerships | Original Issue: 11/09/2008 | Current Version: 09/09/2015 | Review Date: 16/02/2020 | Policy Code: LT877 CRICOS Provider Number: 00103D
University's CRICOS provider code (00103D) should appear on all promotional material generated across the University for the program.

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<th>WHO IS RESPONSIBLE?</th>
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<tr>
<td>CUP</td>
<td>A program will be suspended on CRICOS if it is no longer offered to new students but still has enrolled students.</td>
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</table>

**Responsibilities**

Specific responsibilities for action:
- CUP
- School
- Student Finance
- TEQSA

**Policy Base**

- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001.
- ESOS Compliance Framework Policy.

**Associated Documents**

- Internal Request for a Program to be Registered on CRICOS form.
- Variation to Existing Partner Contract form.

**Forms/Record Keeping**

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
<th>Responsible Officer</th>
<th>Minimum Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Request for a program to be registered on CRICOS Form.</td>
<td>CUP</td>
<td>Manager, Compliance, Centre for University Partnerships.</td>
<td>7 years</td>
</tr>
<tr>
<td>CRICOS Course Specific Form.</td>
<td>CUP</td>
<td>Manager, Compliance, Centre for University Partnerships.</td>
<td>7 years</td>
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Implementation

This Procedure will be implemented using the following strategies:

1. An Announcement Notice on the FedNews website;
2. Inclusion in the University's online Policy Library