

---

# APPLICATION GUIDE – APPLICATION FOR CRICOS REGISTRATION

---

FOR REGISTERED HIGHER  
EDUCATION PROVIDERS

---

EFFECTIVE FROM 1 MARCH 2012



Australian Government  
Tertiary Education Quality  
and Standards Agency



**THIS GUIDE MUST BE READ IN CONJUNCTION WITH  
THE *APPLICATION FORM – APPLICATION FOR CRICOS  
REGISTRATION***

This document will be reviewed by  
TEQSA from time to time

**Document details**

Version 1.1	Effective from 9 October 2013
-------------	-------------------------------

# CONTENTS

<b>A. INTRODUCTION</b>	<b>3</b>
<b>B. THE APPLICATION PROCESS</b>	<b>4</b>
<b>Completing the Application Form</b>	<b>4</b>
<b>Queries and process clarification</b>	<b>5</b>
<b>Before applying</b>	<b>5</b>
<b>Submitting the Application Form</b>	<b>5</b>
<b>Fees</b>	<b>5</b>
<b>Following submission of the Application Form</b>	<b>5</b>
<b>Privacy note</b>	<b>6</b>
<b>Confidentiality of information</b>	<b>6</b>
<b>False and misleading information</b>	<b>6</b>
<b>C. APPLICATION FOR CRICOS REGISTRATION</b>	<b>7</b>
<b>Section 1 – Provider details</b>	<b>7</b>
1.1 Name of legal entity applying for CRICOS registration	7
1.2 Registered business/trading name or names	7
1.3 Changes to business details	7
1.4 TEQSA Provider Identification Number	7
1.5 CRICOS Registration Number	7
1.6 Principal Executive Officer (PEO) details	7
1.7 Contact officer details	7
1.8 Head office details	7
1.9 Education as the principal purpose	8
1.10 Proposed course of study	8
1.11 Proposed states and territories for delivery	8
1.12 Proposed delivery site details	8
1.13 Proposed maximum overseas student capacity	8
1.14 Arrangements with other providers	9
<b>Section 2 – Provider standing</b>	<b>10</b>
2.1 Previous applications	10
2.2 Key personnel	10
<b>Section 3 – Business and financial planning and tuition safeguards</b>	<b>11</b>
3.1 Business and financial planning	11
3.2 Tuition Assurance Scheme	12
<b>Section 4 – Education resources</b>	<b>13</b>
4.1 Facilities, equipment, library and learning resources	13
4.2 Work-based Training	14

Section 5 – Proposed course of study for CRICOS delivery .....	15
Section 6 – Evidence Related to National Code 2007 Standards .....	16
CHECKLIST FOR SUBMISSION	17
LIST OF ACRONYMS	18
GLOSSARY OF TERMS	19

# A. INTRODUCTION

Registered higher education providers intending to offer courses to overseas students studying in Australia are required to comply with the Education Services for Overseas Students (ESOS) framework and be registered on the Commonwealth Register for Institutions and Courses for Overseas Students (CRICOS). A higher education provider must have the courses it wishes to deliver to overseas students accredited under the *Tertiary Education Quality and Standards Agency Act 2011* (‘the TEQSA Act’).

Providers can lodge an application for CRICOS registration concurrently with an application for higher education provider registration and course accreditation. The forms for [Registration](#) and [Course Accreditation](#) are both available from the Tertiary Education Quality and Standards Authority (TEQSA) website.

The ESOS legislative framework includes:

- [Education Services for Overseas Students \(ESOS\) Act 2000](#) (the ESOS Act)
- [Education Services for Overseas Students \(ESOS\) Regulations 2001](#)
- [Education Services for Overseas Students \(Registration Charges\) Act 1997](#)
- The [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#) (the National Code).

According to section 134(1)(m) of the TEQSA Act, TEQSA’s functions include “such other functions as are conferred on TEQSA by or under this Act of any other Commonwealth law”. TEQSA’s responsibilities under the ESOS Act constitute such a function. TEQSA is currently the designated authority under the ESOS Act to the extent that the provider is a registered higher education provider within the meaning of the TEQSA Act.

It is also complemented by the Migration Act 1958 and its Regulations.

Breaches of the National Code by registered providers can result in sanctions being imposed on providers under the ESOS Act.

To become CRICOS registered and deliver higher education courses to overseas students a provider must meet the following registration criteria under ESOS:

- Fit and proper person requirements
- Principal purpose is education
- Demonstrated capacity to deliver education to overseas students to a satisfactory standard with a specific focus on business sustainability, and

- Compliance with the National Code and Section 9 of the ESOS Act.

Until 30 June 2012, registration of a provider and its course or courses of study on CRICOS is a two stage process:

- the first stage is undertaken by TEQSA as the designated authority
- the second stage is undertaken by the Commonwealth.

A provider is not registered to offer courses to overseas students until both stages of this registration process are complete.

The Application Form – Application for CRICOS Registration (the ‘Application Form’) should be used by registered higher education providers applying to TEQSA for CRICOS registration. Providers can submit the Application Form either as a stand alone application, or concurrently with an application for higher education registration and course accreditation. TEQSA will use the information in the Application Form and its attachments as a basis for determining whether the applicant can demonstrate compliance with the ESOS legislative framework requirements. TEQSA will then make a recommendation to the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE).

From 1 July 2012, the authority for decision making will be delegated by the Minister for Tertiary Education, Skills, Science and Research to TEQSA.

**The Application Form – Application for CRICOS Registration is for the approval of one course of study only. Please refer to the TEQSA Fee Schedule available on the TEQSA website. Providers seeking approval to deliver more than one course of study to overseas students must complete the Application Form – Adding one or more Courses of Study on CRICOS.**

**NOTE:** TEQSA registers a provider of higher education if the provider meets the Threshold Standards. Registered providers are referred to as ‘higher education providers’. The *Provider Category Standards*, which form part of the Threshold Standards, reflect the key elements and diversity of each of the six categories of higher education provider. The Application Form can be used by any category of higher education provider applying for CRICOS registration.

# B. THE APPLICATION PROCESS

## Completing the Application Form

*This Application Guide must be referred to when preparing an application for CRICOS registration. The Application Guide explains the information required in each section of the Application Form – Application for CRICOS Registration, and the types of evidence to be attached.*

Part C, Section 6 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (the National Code) provides that an application for registration on CRICOS be in a form determined by the designated authority (TEQSA) and must include responses to questions and any other information as required under Section 9 of the *Education Services for Overseas Students Act 2000*.

**There are six sections to the Application for CRICOS Registration Form. They are:**

- Section 1** Provider details
- Section 2** Provider standing
- Section 3** Business and financial planning and tuition safeguards
- Section 4** Education resources
- Section 5** Proposed course of study for CRICOS delivery
- Section 6** Evidence related to the National Code 2007 (Part D) Standards

Some sections require a text response. The text box will expand to accommodate the response as it is entered. Where the same responses are appropriate for more than one section, or where attachments contain information relevant to more than one section, ensure that there are clear, specific references made to the relevant pages and/or information. **If considerable detail is required to respond adequately to a section, the text size in a text box may become too small to read comfortably. If this occurs the response should be transferred to an attachment and the attachment name and number must be specified in the text box.**

If the applicant is submitting the Application Form as part of a concurrent registration and course accreditation process under the TEQSA Act, the applicant should only complete the following sections and subsections of the Application Form:

- Section 1 – Provider details – complete 1.6, 1.10, 1.11, 1.12, 1.13 and 1.14
- Section 2 – Provider standing – complete 2.2
- Section 3 – Business and financial planning and tuition safeguards – no response required
- Section 4 – Educational resources – complete 4.2 (4.2.1, 4.2.2 and 4.2.3)
- Section 5 – Proposed course of study for CRICOS delivery – complete all items
- Section 6 – Evidence related to the National Code 2007 (Part D) Standards – complete all items.

These requirements are restated at the beginning of each section of the Application Form.

Unless otherwise indicated, a response must be provided in each section and subsection within the Application Form. At Attachment 2 of the Application Form is the Checklist for Submitting the Application Form – Application for CRICOS Registration. The Checklist assists in ensuring that all attachments are included as part of a complete application. The Checklist must be completed and included with the Application Form.

TEQSA will consider an application incomplete if it is submitted without evidence for all required sections of the Application Form. Further, TEQSA will consider an application incomplete if it is not possible to identify easily the section or sections to which any item of evidence refers. Incomplete applications, or applications completed incorrectly, will lead to delays in processing.

Where the Application Form or any attachments refer to information or evidence on the applicant's website, the weblink reference (URL) should be noted in full, together with the exact location of the relevant information – for example, the name of the document and page number or section number that is being referred to. The URL (whether provided in the Application Form or in an attachment) should hyperlink to that URL. If information is referred to on a website, ensure that:

- the system is accessible to TEQSA
- appropriate checks have been made to ensure that access is not hindered by internal firewall protection
- there is facility to print documents, and
- there is facility to save and download documents.

This symbol  is used throughout the Application Form and the Application Guide to indicate that something must be attached to the Application Form.

Each attachment must:

- be a controlled document (include a title, author, approver, and date/version number)

- have the title in the header of the document, consistent with the Attachment Names listed in the Checklist at Attachment 2 of the Application Form
- include page numbers (in the numbering format 'x of y') and version numbers in the footer of the document
- be sequentially and clearly labelled so that it may be readily located and referenced by TEQSA. Numbering conventions should include the relevant application section number and alphabetical sequencing necessary to label the number of documents for each section. For example, if there are three attachments relevant to section 2.1, these would be numbered as Attachment 2.1a, 2.1b and 2.1c, and
- be included in the attachment list (refer to the Checklist at Attachment 2 of the Application Form).

## Queries and process clarification

This Application Guide explains the information and associated evidence required for each section of the Application Form.

Further queries regarding the CRICOS registration process can be directed to the Regulation and Review Group at TEQSA via email to [enquiries@teqsa.gov.au](mailto:enquiries@teqsa.gov.au), or by telephoning 1300 739 585. For registered higher education providers, enquiries can be directed to the Provider Case Manager.

**Please note that TEQSA officers can respond to specific questions about the meaning or interpretation of questions in the Application Form. They are not, however, able to otherwise assist or guide applicants in how to complete the Application Form.**

## Before applying

To be eligible for CRICOS registration the provider must be a registered higher education provider under the TEQSA Act and the course to be registered must be an accredited course under the Act.

## Submitting the Application Form

Applicants must submit the following to TEQSA:

- three printed and unbound copies of the Application Form
- three printed and unbound copies of the attachments
- a USB device or similar containing, in both PDF and Microsoft Word formats, an electronic copy of the completed Application Form and all attachments.

The address for submitting an application is:

TEQSA  
GPO Box 1672  
MELBOURNE VIC 3001

## Fees

Payment of the non-refundable fee must be made at the time of submission of the application. The payment must be accompanied by a completed payment form/invoice which is the final section of the application form. The completed payment form/invoice must include the legal name of the provider and type of fee. The fees for making the application do not attract GST.

Refer to TEQSA's fee schedule available at:

<http://www.comlaw.gov.au/Details/F2013L01405>

TEQSA's ABN is 50 658 250 01

## Following submission of the Application Form

The main steps in the registration process are outlined below.

### Assessment

All applications are assigned to a TEQSA Provider Case Manager.

Applications are assessed against Section 9 of the ESOS Act and the requirements of the National Code.

The CRICOS registration process may involve a site inspection, including an inspection of all the premises where the applicant intends to deliver courses and locations where there are arrangements with other providers.

In some cases TEQSA may choose to accept from a provider a statement that it satisfies all of the requirements of the National Code without conducting a site inspection, as long as the course is provided entirely by the provider (that is, not under any arrangement with another provider).

If a site inspection is required, the Provider Case Manager will contact the applicant to arrange a mutually convenient time to conduct the inspection or to discuss the provider statement.

For providers who are completing this application as part of a concurrent higher education registration and course accreditation process under the TEQSA Act, and where a site inspection is required, the visit may be conducted in conjunction with other site visit requirements.

## Decision

Until 30 June 2012, approval of an application for CRICOS registration is a two-stage process, involving TEQSA and DIISRTE:

- Following the assessment of the application and site inspection, if required, TEQSA will make a recommendation to DIISRTE.
- DIISRTE then undertakes its own assessment and, when satisfied that all its requirements have been met, informs TEQSA of its decision to approve or refuse the application.

If an application is approved, TEQSA will issue a certificate of registration and enter the organisation's details on CRICOS.

If an application is not approved, TEQSA will advise the applicant in writing of the reasons for the decision.

From 1 July 2012 onwards, this final decision will be made by TEQSA only, as the delegated authority.

## Privacy note

TEQSA is obliged to protect any personal information about individuals in accordance with the provisions of the *Privacy Act 1988*. TEQSA collects the personal information sought in the Application Form so that it can check the applicant's suitability as a CRICOS registered provider under the *ESOS Act* and the *National Code 2007*. TEQSA may also use the information provided for the purpose of assessing or enforcing compliance with any legislation that TEQSA has responsibility for enforcing. TEQSA usually discloses personal information it collects in the Application Form to:

- Commonwealth agencies with responsibility for the regulation of education (including DIISRTE and the Australian Skills Quality Authority), for the purpose of informing assessment of the application
- Department of Immigration and Citizenship (DIAC) for the purpose of regulating the student visa program
- experts contracted by TEQSA for the purpose of providing advice to inform assessment of the application.

## Confidentiality of information

Applicants are asked to identify in writing any information that they consider should be protected as confidential information, including reasons for the request. TEQSA may request further information from an applicant about any claim for confidentiality.

TEQSA will consider all such requests. While TEQSA has certain statutory obligations of confidentiality pursuant to Division 2 of Part 10 of the *TEQSA Act*, applicants should note that TEQSA also operates within a public accountability framework. This includes obligations:

- to provide information to Ministers, the Parliament or Parliamentary Committees
- under the *Freedom of Information Act 1982*, the *Auditor-General Act 1997*, and the *Ombudsman Act 1976*
- to provide reasons for TEQSA's decisions or details about TEQSA's activities, including in the context of court or tribunal proceedings.

Where TEQSA has received a request to provide an applicant's confidential information, TEQSA will usually endeavour to consult the applicant and provide the applicant with an opportunity to make submissions on whether TEQSA should release the information. In certain cases this may not be possible.

## False and misleading information

Note that giving false or misleading information is a serious offence under the *Commonwealth Criminal Code*.

# C. APPLICATION FOR CRICOS REGISTRATION

## SECTION 1 – PROVIDER DETAILS

*If completing this application as part of a concurrent higher education provider registration and course accreditation process only complete subsections 1.6, 1.10, 1.11, 1.12 and 1.13.*

---

### 1.1 Name of legal entity applying for CRICOS registration

Note that the legal name of the entity may differ from the trading name or names.

---

### 1.2 Registered business/trading name or names

This is the name under which an entity trades: for example, Red Yellow Blue Pty Ltd trading as 'Blue Institute'. An entity may have more than one registered business/trading name. List all registered business/trading names under which the entity intends to deliver CRICOS registered services.

---

### 1.3 Changes to business details

The provider must outline any changes to legal entity or other business related details that are not consistent with the information that TEQSA currently holds.

---

### 1.4 TEQSA Provider Identification Number

The applicant should insert the TEQSA Provider Identification Number.

---

### 1.5 CRICOS Registration Number

Indicate whether the applicant is currently registered on CRICOS to deliver Vocational Education and Training or other courses to overseas students on a student visa. If so, provide the CRICOS Registration Number.

---

### 1.6 Principal Executive Officer (PEO) details

Provide details for the person who will be responsible for managing both the services to overseas students and the CRICOS registration. This person will be the Principal Executive Officer (PEO) for unincorporated associations or directors, owners, partners, consortium providers, chief executives and managers (where there is no stated position of director, principal or chief executive). Details must include the residency status of the PEO (Part C, Section 6.1(a)(iv), of the National Code).

---

### 1.7 Contact officer details

Provide the details of the person who has the authority to liaise directly with TEQSA through the application process. The nominated person must be familiar with the evidence submitted and be deemed to have the level of skill, knowledge and expertise necessary to provide as requested any additional, timely and accurate information and/or clarification.

---

### 1.8 Head office details

Details about a provider's head office, where the Principal Executive Officer (PEO) resides or is contactable, will be included on CRICOS: <http://cricos.deewr.gov.au>

Full contact details are required.

---

## 1.9 Education as the principal purpose

*Section 9(9) of the ESOS Act requires that the provider has ‘... the principal purpose of providing education ...’*

The focus of the principal purpose criteria is on determining that the principal purpose of the provider in setting up operations as an education provider is to deliver a quality education outcome for students. The focus is not on the principal purpose of the legal entity or the organisation as a whole.

The assessment of the principal purpose criteria is conducted in conjunction with the assessment of the demonstrated capacity criteria. This combined assessment approach ensures that CRICOS registered providers have both evidence of commitment to deliver quality education outcomes for students and the capacity to deliver education to a satisfactory standard.

Applicants should consider the following when determining their response:

- a proven track record of delivering education outcomes to students
- robust strategic planning, governance, workforce and systems which support the education purpose, and
- income streams and resources of the organisation are clearly received from and directed back into the delivery of quality education services.

 **Attach** a copy of the provider's constitution, memorandum or articles of association, or governing legislation. Also attach any other evidence that demonstrates education is, or will be, the principal purpose of the provider.

Other evidence could include one or more of the following legal and public documents and kinds of information: the provider's vision, mission and goals (with evidence that they are approved by the appropriate governing body); strategic plan; prospectus; annual report; information on the provider's website; and advertising materials.

---

## 1.10 Proposed course of study

The provider must indicate which course of study it proposes to deliver to overseas students with CRICOS approval. If the provider is seeking to register more than one course of study on CRICOS, the provider must complete the Form for Adding one or more Courses of Study on CRICOS, and pay the additional fees as outlined in the fee schedule.

---

## 1.11 Proposed states and territories for delivery

Indicate in which states and/or territories the provider plans to deliver the CRICOS registered course of study. Tick the relevant box or boxes. The applicant may apply to deliver the course in more than one state or territory.

---

## 1.12 Proposed delivery site details

*Part C, Section 6.1(c) of the National Code states that the designated authority must be provided with information on ‘locations, including address and contact details, for all sites where students are scheduled to attend classes for teaching purposes, course related information sessions and supervised study sessions.’*

TEQSA requires information about each site from which the applicant plans to deliver the proposed course of study. This information is collected using the table at subsection 1.12 of the Application Form. A separate table must be completed for each site – complete and attach additional tables, as necessary.

*Part D, Standard 14.2, of the National Code states that the provider must make available information regarding the ‘ownership or tenancy arrangements for the premises ...’*

 **For each delivery site, attach** a Certificate of Occupancy and, if applicable, a copy of the tenancy or leasing agreement.

---

## 1.13 Proposed maximum overseas student capacity

*Part C, Section 6.1b of the National Code requests providers to indicate the proposed maximum number of overseas students having regard to the appropriateness of the resources and facilities for the delivery of the course of study named at subsection 1.10 of the Application Form.*

TEQSA will consider the capacity of the provider in terms of the premises, approved arrangements with other providers, facilities, resources, equipment, materials and ratio of staff to student numbers.

---

## 1.14 Arrangements with other providers

*Part C Section 10 of the National Code states that the 'designated authority needs to be advised of all providers to be involved in providing a registered course, the role played by each provider in the delivery of the course and the single provider recommended to be registered for the course.'*

Other provider arrangements may include, for example: partnerships with other institutions, higher education providers, or entities; the formation of companies; sub-contracting of services; or franchising arrangements.

For those applicants proposing to use other provider arrangements, TEQSA requires information about the proposed responsibilities of every party involved in providing the course of study, including:

- course management – curriculum design, teaching and academic standards, assessment and the entity awarding the qualification
- pre-enrolment engagement of students – marketing information and practices, information provided to students prior to enrolment, formalisation of enrolment and education agents
- care for and services to students – the arrangements for younger students where applicable and student support services, and
- student visa requirements – completion within the expected duration of study, monitoring course progress, monitoring work-based training attendance where applicable, course credit and deferring, suspending or cancelling a student's enrolment.

 **Attach** a copy of any contracts or agreements between the applicant and any other providers which cover the provision of any services on behalf of the applicant relating to the course named at subsection 1.10 of the Application Form, including the quality assurance arrangements.

## SECTION 2 – PROVIDER STANDING

*If completing this application as part of a concurrent higher education provider registration and course accreditation process only complete subsection 2.2.*

---

### 2.1 Previous applications

*Part C, Section 6.1(d) of the National Code states that the application for CRICOS registration should include a 'statement on:*

- whether the provider (including directors, owners, partners, chief executive or managers) has previously been a registered provider (and if so, the name of the designated authority, dates of the registration, reasons for ending resignation and whether any sanctions are outstanding), and
- whether the provider has previously been refused registration by DEEWR\* or any designated authority (and, if so, the name of the designated authority) and reasons for refusal.'

'Education or related services' includes any services (directly or indirectly) related to the delivery of accredited and non-accredited education in any mode in any location in the world. Examples include: higher education; vocational education and training; student learning support services; short courses; English language instruction; and any educational support services, including those related to delivery infrastructure such as electronic platforms and provision of student services.

TEQSA requires information about any previous or current applications for approval to provide education or related services lodged by the applicant with any other registration body.

If this applies to the applicant, the table at subsection 2.1 of the Application Form must be completed. The information sought in the table includes: details of the year of application; provider name; type of application (for example, course accreditation, registration to deliver higher education services, registration as a training organisation); name of the registration body to which the application was made; state or territory where the application was made; and the application outcome. If the application was not approved, include reasons for the non-approval. If the application was approved, list any conditions or sanctions placed on approval (such as restrictions on operations, or deregistration).

\*Now DIISRTE

---

### 2.2 Key personnel

*Section 9(2)(ca) of the ESOS Act states a requirement that '... the provider is fit and proper to be registered ...'*

*Section 9B(3) of the ESOS Act lists the following persons who must satisfy the fit and proper person test:*

- the provider
- an associate of the provider who has been, is or will be involved in the business of the provision of courses by the provider
- a high managerial agent of the provider.

(Refer to the glossary of terms for further clarification of each category of person.)

 **Attach** a completed *Fit and Proper Persons Requirements Declaration* for each person falling within these categories. A Declaration form is at Attachment 1 of the Application Form.

## SECTION 3 – BUSINESS AND FINANCIAL PLANNING AND TUITION SAFEGUARDS

*If completing this application as part of a concurrent higher education provider registration and course accreditation process you are **not** required to complete this section.*

### 3.1 Business and financial planning

Section 9(2)(c)(iii) of the ESOS Act requires, as a prerequisite of registration on CRICOS, that the designated authority certify that the provider has 'clearly demonstrated the capacity to provide education of a satisfactory standard (including by having an appropriate business model and access to adequate financial resources, for example).'

#### 3.1.1 Business plan

A business plan sets out the realistic sources, and the appropriate allocation, of financial resources, staffing and assets to deliver on an organisation's strategic plan. A business plan normally sets out on an annual basis (typically with a three to five year horizon) actual performance as well as projected operational targets and priorities to achieve the goals and objectives outlined in the strategic plan.

The business plan must provide a forecast for at least the next three years, and up to five years. The business plan must provide details of access to adequate financial resourcing to:

- acquire the requisite assets and physical resources to deliver the course named at subsection 1.10 of the Application Form
- employ sufficient appropriately qualified personnel to cover the course named at subsection 1.10 of the Application Form
- provide appropriate levels of student services for overseas students
- remain in business for the time necessary to ensure each overseas student can complete the course named at subsection 1.10 of the Application Form
- meet the above requirements, even in an uncertain environment.

**📎 Attach** a copy of the provider's business plan for at least the next three years, or a longer period.

#### 3.1.2 Financial resources

TEQSA requires the applicant to provide audited general purpose financial statements for the three most recent complete financial years, or for a longer period that includes the three most recent and complete financial years. If the applicant has been operating for less than three financial years, attach audited general purpose financial statements for all available years. For all applicants, if the most recent audited general purpose financial statement is more than six months old, then an interim financial statement must be attached.

The audited general purpose financial statements must:

- be accrual based
- be based on Australian Accounting Standards (made by the Australian Accounting Standards board under section 334 of the *Corporations Act 2001*) and other mandatory reporting requirements
- include a statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes to the accounts.

The audited general purpose financial statements provided must have been presented and independently audited by a qualified auditor in compliance with Australian Accounting Standards, and include a declaration of such compliance.

**📎 Attach** audited general purpose financial statements for the three (and up to five) most recent complete financial years (or for all years available if the applicant has been operating for less than three financial years), presented and independently audited by a qualified auditor in compliance with Australian Accounting Standards, and include a declaration of such compliance. If the most recent of these statements is more than six months old, then an interim financial statement must be attached.

#### 3.1.3 Projected student and staff numbers

For the course of study named at subsection 1.10 of the Application Form, TEQSA requires information about the projected student numbers (both EFTSL and head count), and projected staff numbers (both effective fulltime equivalent and head count). The applicant must state projected student and staff numbers for each delivery site.

A recommended template for use as a basis for the projected student and staff numbers is contained in section 3.1.3 of the Application Form.

---

### 3.2 Tuition Assurance Scheme

*Section 9(2)(ba) of the ESOS Act states that 'the provider is a member of a tuition assurance scheme that is established in accordance with the regulations ... and that covers the course' unless otherwise exempt from these requirements.*

TEQSA requires information about the tuition assurance arrangements to safeguard the interests of overseas students (irrespective of their study mode or location) should the applicant cease to provide the higher education course of study.

Evidence should be provided that in the face of the closure of a course of study, transition opportunities will be provided to all affected students so that they can:

- complete an equivalent course of study, or complete a course of study that meets the course-related objectives as far as possible, either with the applicant or with another higher education provider at no financial disadvantage, or
- be refunded any fees already paid relating to a course of study.

To claim an exemption from a Tuition Assurance Scheme (TAS) membership under the *Education Services for Overseas Students Regulations 2001*, a provider must:

- have a bank guarantee, or
- be a body corporate and have an indemnity agreement, or
- be a provider who the Minister believes on reasonable grounds should not be expected to become a member of a TAS.

 **Attach** a certificate (or evidence of an application) for an overseas student TAS membership covering the course named at subsection 1.10 of the Application Form. The membership must include the proposed maximum student capacity sought in this application.

 **If exempt from TAS membership, attach** evidence that relates to one or more of the grounds for exemption.

## SECTION 4 – EDUCATION RESOURCES

*If completing this application as part of a concurrent higher education provider registration and course accreditation process **only complete section 4.2 (subsections 4.2.1, 4.2.2 and 4.2.3).***

*Part D, Standard 14 of the National Code requires that the 'provider must have adequate education resources, including facilities, equipment, learning and library resources and premises as required by the quality assurance framework applying to the course.'*

### 4.1 Facilities, equipment, library and learning resources

#### 4.1.1 Library and learning resources

For each delivery site, TEQSA requires information about how adequate library and learning resources will be made available to students and staff to support the course of study named at subsection 1.10 of the Application Form.

Details provided must include:

- the size of library collections relevant to the discipline areas to be taught
- access to digital resources such as databases, articles, e-journals, and theses and dissertations, and
- subscription details for e-collections.

Indicate whether the library and learning resources are currently available, or are being planned for, and attach evidence to support the response.

**📌 If library and learning resources are currently available, attach a list of relevant library holdings, including electronic databases that support the desired learning outcomes for the course of study.**

**📌 If library and learning resources are being planned for, attach evidence that details the planned approach for acquiring the library and learning resources required to support the desired learning outcomes for the course of study. Information provided must include details about the items in the dot point list above.**

Evidence may include:

- photographs of resource centres, facilities and holdings
- information about current collections and library holdings
- subscription details for e-collections
- weblinks, and
- the library budget.

#### 4.1.2 Physical teaching and learning spaces and facilities

TEQSA requires information about the physical teaching and learning spaces (such as classrooms; common student spaces in the library and other places; lecture theatres) and other teaching facilities available for the course named at subsection 1.10 of the Application Form. If the course will be delivered at more than one delivery site, information is required for each site.

#### 4.1.3 Teaching and learning equipment

TEQSA requires information about the range of available, or planned for, technical facilities, electronic infrastructure and equipment necessary to support the teaching and learning for the course named at subsection 1.10 of the Application Form.

Information may include:

- educational, electronic and mobile technologies and infrastructure for teaching and learning (such as: Learning Management Systems; Virtual Learning Environments; lecture recording systems; social networking tools; online communication systems; virtual laboratories; and other e-resources and tools)
- facilities (such as wireless learning spaces and/or computer laboratories)
- science laboratories and specialised equipment
- lecture theatre/classroom equipment for the purposes of teaching and learning.

*Respond to Section 4.2 only if the course in this application has work-based training that must be undertaken to gain the qualification.*

---

## **4.2 Work-based Training**

*Part C, Section 8 of the National Code provides that 'work-based training must only be approved by a designated authority as part of a CRICOS-registered course where: (a) it must be undertaken to gain the qualification; and (b) the registered provider has appropriate arrangements for the supervision and assessment of overseas students.'*

---

### **4.2.1 Accessing placements**

If the course of study named at subsection 1.10 of the Application Form has a work-based training component necessary to gain the qualification, describe the processes that are in place for overseas students to access placement opportunities.

---

### **4.2.2 Supervision and assessment**

If the course of study named at subsection 1.10 of the Application Form has a work-based training component necessary to gain the qualification, outline the arrangements that will be in place for the supervision and assessment of overseas students undertaking work-based training.

---

### **4.2.3 Work-based training sites**

*Part C, Section 6.1(c) of the National Code provides that 'work-based training sites where the location is unknown at the point of registration, the provider is required to maintain a documented policy specifying the criteria on which the selection and approval of such sites is based.'*

**📎 Attach** *the provider's policy specifying the criteria on which the selection and approval of these sites is based if the course of study named at subsection 1.10 of the Application Form has a work-based training component necessary to gain the qualification, and the work-based training sites are unknown at the time of submitting the Application Form.*

## SECTION 5 – PROPOSED COURSE OF STUDY FOR CRICOS DELIVERY

*Education Services for Overseas Students Regulations 2001, Regulation 2.01 (1), (2) outlines the information that must be entered on CRICOS 'for each approved provider registered to provide a course or courses ...'*

### Course code

The code that is assigned to each course by the provider and which uniquely identifies the course within the provider.

### Course title

The full title that is given to the course of study.

### AQF level

The [Australian Qualifications Framework](#) (AQF) is comprised of 10 levels. The AQF defines the relative complexity and depth of achievement that characterise courses at each AQF level, and defines the autonomy required of graduates to demonstrate that achievement. AQF levels relevant to the higher education sector are: Advanced Diploma; Associate Degree; Bachelors Degree; Bachelors Honours Degree; Graduate Certificate; Graduate Diploma; Masters Degree; and Doctoral Degree.

### Field of education

CRICOS requires the entry of the relevant codes for broad, narrow and detailed fields of study, in line with the Australian Standard Classification for Education (ASCED). In the table at Section 5 of the Application Form, enter the broad field (BF), narrow field (NF), and the detailed field (DF) after referring to the ASCED 2001 Guidelines, available at:

<http://www.abs.gov.au/ausstats/abs@.nsf/0/F501C031BD9AC9C5CA256AAF001FCA33?opendocument>

For example:

- 09 Society and Culture (BF)
- 0909 Law (NF)
- 090901 Business and Commercial Law (DF).

Complete the table by including two digits in each box – the two digits for the BF, the last two digits for the NF and the last two digits for the DF.

### Total course duration in weeks

Providers must take into consideration the proposed course structure when determining the appropriate duration for registration on CRICOS. The registered duration must include approved vacation periods and any periods of approved work-based training. Only courses which can be undertaken on a full-time basis can be registered on CRICOS.

### Course cost per year (only required for courses of more than two years in duration)

For courses that are more than two calendar years in duration, the provider is required to enter the amount payable for tuition per year. Course costs include tuition fees plus any additional compulsory costs.

### Total course cost

Indicate the total course cost for the entire course. For example, if the course is a three year degree, indicate the total cost for all three years. Course costs include tuition fees plus any additional compulsory costs.

### Total number of overseas students

Specify the number of overseas students for the course of study. TEQSA will use this information to make an assessment of student capacity, taking into consideration the provider's premises, facilities, resources and equipment.

### Work-based training component

If the course includes a work-based training component which must be undertaken to gain the qualification, the provider must indicate the number of hours per week, the number of weeks and the total number of hours, that students must engage in work-based training as part of their course of study.

### Mode or modes of study

Providers must indicate the delivery mode for the course: that is, face to face, e-learning, blended learning, distance learning. Courses that are entirely online or distance learning cannot be registered on CRICOS. *Part C, Section 9.1 of the National Code provides that 'courses with a distance learning or online component can only be registered on CRICOS where the designated authority is satisfied that the courses meet the minimum requirements as specified in Standard 9. The minimum requirement as stated in Standard 9 of the National Code is that 'the registered provider may allow the student to undertake no more than 25 per cent of the student's total course by distance and/or online learning.'*

 **Attach** an annual timetable and course structure for the course of study named at subsection 1.10 of the Application Form. Any distance or online delivery must be specifically highlighted.

## SECTION 6 – EVIDENCE RELATED TO NATIONAL CODE 2007 STANDARDS

*Part C, Section 3 of the National Code* outlines the requirements for a provider to be approved for registration on CRICOS. Providers need to be approved by the designated authority, TEQSA, to provide courses to overseas students. This approval can only be given when the provider is found to comply with all the requirements of Section 9 of the ESOS Act and the National Code.

The standards for registered providers set out the obligations for delivering education and training to overseas students. These standards detail the specific requirements providers must meet at the point of CRICOS registration and for ongoing compliance.

For TEQSA to make a determination on compliance, applicants must attach all evidence listed in the table at Section 6 of the Application Form. Applicants may attach other evidence at their discretion.

# CHECKLIST FOR SUBMISSION

## *At Attachment 2 of the Application Form is a Checklist for Submitting the Application for CRICOS Registration.*

To avoid delays in processing an application, the Form must be complete. A complete Form is one which has all required documents attached to it. Applications which are not accompanied by the required attachments will be returned for completion.

The purpose of the Checklist is to assist applicants to ensure the application is complete by checking that all required documents are attached.

 *This Checklist at Attachment 2 of the Application Form must be completed and submitted with the Application Form. The Checklist must be included as the **front page** of the evidence submitted in attachments, and must be signed by the PEO (or other authorised officer).*

Each attached document must:

- be a controlled document (include a title, author, approver, and date/version number)
- have the title in the header of the document consistent with the attachment name listed in the Checklist at Attachment 2 of the Application Form
- include page numbers (in the numbering format 'x of y') and version numbers in the footer of the document
- be sequentially and clearly labelled so that it may be readily located and referenced by TEQSA. Numbers should include the relevant section number in the Application Form, and alphabetical sequencing necessary to label the number of documents for each section, as indicated in the Checklist at Attachment 2 of the Application Form. For example, if there are three attachments relevant to section 1.14, these would be numbered as Attachment 1.14a, 1.14b and 1.14c.
- be listed in the Checklist at Attachment 2 of the Application Form.

# LIST OF ACRONYMS

<b>AQF</b>	Australian Qualifications Framework
<b>ASCED</b>	Australian Standard Classification for Education
<b>BF</b>	Broad Field
<b>CRICOS</b>	Commonwealth Register of Institutions and Courses for Overseas Students
<b>DEEWR</b>	Department of Education, Employment and Workplace Relations (see also DIISRTE)
<b>DF</b>	Detailed Field
<b>DIISRTE</b>	Department of Industry, Innovation, Science, Research and Tertiary Education (see also DEEWR)
<b>ESOS Act</b>	<i>Education Services for Overseas Students Act 2000</i>
<b>HE</b>	Higher Education
<b>NF</b>	Narrow Field
<b>PEO</b>	Principal Executive Officer
<b>TAS</b>	Tuition Assurance Scheme
<b>TEQSA</b>	Tertiary Education Quality and Standards Agency
<b>TEQSA Act</b>	<i>Tertiary Education Quality and Standards Agency Act 2011</i>

# GLOSSARY OF TERMS

*This glossary accompanies both the Application Form – Application for CRICOS Registration, and the Application Guide – Application for CRICOS Registration. The glossary is based on a range of sources including the ESOS Act, the National Code and the TEQSA Act.*

**Agent** – A person (whether within or outside Australia) who represents or acts on behalf of the provider, or purports to do so, in dealing with overseas or intending overseas students.

**Approved provider** – A provider approved by the designated authority (TEQSA) to provide a course to overseas students.

**Associate** – Associate of a person means:

- the spouse or de facto partner of the person; or
- a child of the person, or of the person's spouse or the de facto partner; or
- a parent of the person, or the person's spouse or de facto partner; or
- a sibling of the person; or
- if the person is a company:
  - an officer of the company; or
  - an officer of a company that is related to the first-mentioned company; or
  - a person who holds a substantial ownership interest in the company; or
- if the person is an association or a cooperative – the principal executive officer or a member of the body (however described) that governs, manages, or conducts the affairs of the association or cooperative; or
- if the person is a body corporate established for a public purpose by or under an Australian law and another body is responsible for the management or the conduct of the affairs of the body corporate – the principal executive officer or a member of that other body; or
- if the person is any other kind of body corporate established for a public purpose by or under an Australian law – the principal executive officer or a member of the body corporate; or
- if the person is a partnership:
  - the principal executive officer or an individual, or a body corporate, that is a member of the partnership; or
  - an individual who is an officer of a company, or a member of any other body corporate, that is a member of the partnership.

**Substantial ownership interest**

A person holds a substantial ownership interest in a company if the total of all amounts paid on the shares in the company in which the person holds interests equals or exceeds 15% of the total of all amounts paid on all shares in the company.

**Course/course of study** – A course of study is:

- a single course leading to an Australian higher education award; or
- a course recognised by the higher education provider at which the course is undertaken as a combined or double course leading to one or more Australian higher education awards; or
- a single course leading to an overseas higher education award; or
- a course recognised by the higher education provider at which the course is undertaken as a combined or double course leading to one or more overseas higher education awards.

**Designated authority** – For higher education course approvals for CRICOS registration the designated authority is TEQSA.

**Higher education provider** – A higher education provider is:

- A constitutional corporation that offers or confers a regulated higher education award; or
- A corporation that:
  - offers or confers a regulated higher education award; and
  - is established by or under a law of the Commonwealth or a Territory; or
- A person who offers or confers a regulated higher education award for the completion of a course of study wholly or partly in a Territory.

**High managerial agent** – An employee, agent or officer of the provider with duties of such responsibility that his or her conduct may fairly be assumed to represent the provider in relation to the business of providing courses.

**National Code** – The *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

**Overseas student** – A person (whether within or outside Australia) who holds a current student visa, but does not include students of a kind described in the *Education Services for Overseas Students Regulations 2001*, such as AusAID scholarship students.

**Principal Executive Officer** – The person who has executive responsibility for the operation of the provider.

**Provider** – An institution or other body or person that provides or seeks to provide courses to overseas students.

**Registered provider** – An approved provider that is entered on CRICOS as a provider for the course.

**Resident** – A resident is:

- in the case of a company, a company incorporated in Australia that carries on business in Australia and that has its central management and control in Australia; or
- in the case of an unincorporated body, a body that carries on business in Australia and that has its central management and control in Australia.

**Total course cost** – Total course cost includes tuition fees plus any additional compulsory costs.

**Tuition Assurance Scheme** – A scheme whose main objectives include ensuring that overseas students receive the course they have paid for.