



# 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 6 of this document).

To register new courses all fields of the schedule must be completed in full. Failure to do so may result in the Department of Education Services 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 [ngs@des.wa.gov.au](mailto:ngs@des.wa.gov.au).

This form is also available electronically from the department's website at [www.des.wa.gov.au](http://www.des.wa.gov.au).

If a course that you wish to register has a work based training component, please complete the *application to include Work Based Training (WBT) in courses intended to be registered on CRICOS* form for each course that has a work experience component. This form is available on the department's website.

*Please note: This is not applicable for the school education sector.*

If submitting the forms electronically, the 'Authorisation by Provider' declaration must be a signed scanned copy and forwarded via [ngs@des.wa.gov.au](mailto:ngs@des.wa.gov.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*.

## Course variations

For course variations please include the course title, CRICOS course code and indicate on the schedule only the change that needs to be made to the course. For example, if you wish to change the duration of a course, provide the course title, CRICOS code and complete column 6 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".

## Fees

Each application for the registration of new courses 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	\$300
Institutions with a total international student population of 10 or more per calendar year	\$745
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.*

Download and complete the tax invoice from the department's website and provide your payment.

The completed schedule, a copy of the invoice (and accompanying cheque, if applicable) should be forwarded:

Senior Regulation Officer (International Education)  
Education and Training Regulation  
Department of Education Services

By mail to:

Email to: [ngs@des.wa.gov.au](mailto:ngs@des.wa.gov.au)

PO Box 1766  
OSBORNE PARK WA 6916

If you have any queries about this form please contact the Senior Regulation Officer (International Education) via telephone on (08) 9441 1962 or email at [ngs@des.wa.gov.au](mailto:ngs@des.wa.gov.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. If the course you wish to register is an accredited course the title must be consistent with that approved as part of the accreditation process and in accordance with the Australian Qualifications Framework.

Common examples used in the Schools Sector are:

Primary Education Years PP-6  
Primary Education Years K-6  
Secondary Education Years 7-12  
International Baccalaureate Primary Years Programme (PYP)  
International Baccalaureate Middle Years Programme (MYP)  
International Baccalaureate Diploma Programme (Years 11-12)  
Western Australian Certificate of Education (WACE) (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 details.

### 3. Action type

Indicate whether you wish to add a new course or vary a registered course.

#### 4. Course Level

Please use one of the following keys:

Key	Course Level	Key	Course Level
L1	Kindergarten Education	L3	Secondary Studies
L2	Pre-Primary / Primary School	L4	Non-AWF 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](http://www.abs.gov.au).

#### 6. Duration in weeks

Please state course duration in weeks. For example a Secondary Education (Year 7- Year 12) would appear as 312 weeks. (6 x 52 weeks).

#### 7. Tuition fees

Tuition fees are fees received, directly or indirectly, that are directly related to the provision of a course such as: Tuition fees, fees for compulsory course materials, and any compulsory enrolment or administration fees that apply during the entire period of enrolment.

#### 8. Non-tuition fees

Non-tuition fees include fees such as Overseas Student Health Cover, application fees, accommodation fees (such as homestay or boarding fees – if boarding isn't a mandatory requirement), book fees (where books are not supplied by the school) and uniform fees.

#### 9. Total course cost

Indicate the estimated total course cost for the entire course. For example if the course (e.g. Secondary Education years 7-12) is a six 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).

#### 10. Work component

If the course includes a work-based training component please press the hyperlink (red button) to the "Application form for approval to include work-based training in courses intended to be registered on CRICOS."

*Please note: This is not applicable for the school education sector.*

You must complete this form for each course that includes a work based training component. When you return to this form the button will appear as green to indicate successful completion of the form.

*Please note: This is not applicable for the school education sector.*

#### 11. Contact hours per week

Please state scheduled course contact hours per week. Scheduled course contact hours means compulsory sessions that a student must attend e.g. lectures, tutorials and supervised study sessions.

## 12. Arrangements with other providers

Please indicate whether any other providers are involved in the delivery of the course either in Australia or overseas by inserting Y = yes / N = no.

*Please note: If yes, in line with part C, paragraph 10 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.*

## 13. Course location site/s

Please indicate the site/s from where the course will be delivered.

## 14. Mode of study

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

## 15. Registration authority

Please use one of the following keys:

Key	Accreditation authority
A2	Minister for Education, through the Department of Education Services (Education & Training Regulation Branch)
A5	Other



## 4. Authorisation

Provider details	
Provider name	
Provider CRICOS	
Provider code	

Authorisation by Provider

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

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

Signature		Date	
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Full name		Title	
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