# ISP ESOS Accreditation Application Form

## Instructions

The Department of Education’s (DE or the department) International Student Program (ISP) is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to enrol international students holding a subclass 500 Student - Schools visa (Standard and Study Abroad students). In order for these students to study in a Victorian government school, the school must be accredited by the department’s International Education Division (IED) which administers the ISP. Education Services for Overseas Students (ESOS)-accredited schools have an enrolment cap that sets the maximum number of Standard and Study Abroad international students that the school can enrol across all year levels in a year.

Schools seeking accreditation decisions from DE (IED) should read the [ISP ESOS Accreditation Guide](https://www.study.vic.gov.au/Shared%20Documents/en/School_Toolkit/ISP_ESOS_Accreditation_Guide.docx) and then complete this form and send it to IED at isp.quality@education.vic.gov.au. Schools are accredited for up to 4 years.

## Section A: School details

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| --- | --- |
| **School name:** |  |
| **Principal name:** |  |
| **Principal telephone:** |  |
| **Principal email:** |  |
| **International student coordinator (ISC) name:** |  |
| **ISC telephone:** |  |
| **ISC email:** |  |

## Section B: Accreditation application details (to be completed by principal)

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| --- | --- |
| **ESOS accreditation level sought:** | **□ Level 1 accreditation**  Level 1 accreditation is available to primary schools and to secondary schools. Students in Level 1 accredited schools reside with a guardian/parent or a Department of Home Affairs (DHA)-approved relative.  **□ Level 2 accreditation**  Level 2 accreditation is available secondary schools (and P-9 or P-12 schools for Years 7 - 12) that facilitate homestay arrangements under a department-approved Confirmation of Appropriate Accommodation and Welfare (CAAW) letter and/or undertake active marketing or promotion under the guidance and direction of the department.  As part of Level 2 accreditation, the combination of CAAW responsibility and active recruitment means there is a greater level of risk and responsibility for both the department and schools in providing education services to international students. Accordingly, these schools are expected to engage in greater levels of training and monitoring activities led by the department to ensure all legislative obligations are met. |
| **ESOS enrolment cap sought (note minimum is 5 students):** | **\_\_\_\_\_ ESOS students (Standard and Study Abroad students)** |

## Section C: Principal’s attestation

I confirm that:

* the school council, staff and community are supportive of the delivery of educational services to international students. I will oversee the management and operation of the ISP, periodically review the services and support arrangements for all international students in providing a high quality, safe and secure educational experience.
* the school can enrol international students up to the enrolment cap sought in Section B (above) without denying a qualified local student placement at the school and acknowledge that exceeding the cap may lead to DE (IED) temporarily pausing the school’s accreditation.
* the school accepts that the disbursement of international student tuition fees paid to the school by the department cover all tuition costs and additional support services for international students.
* the school accepts that it is not an individually registered provider of education services for international students, but provides services under the department’s CRICOS Registration – 00861K, and therefore acknowledges that it cannot enter into agreements with education agents, offer programs or services independently of the department, or accept or terminate the enrolment of an international student without approval from the department.
* the school accepts that all student enrolment data must be recorded and updated on a regular basis within the department-provisioned systems and IED’s Victorian International Students Information Tool (VISIT), in order to enable the accurate disbursement of funds to the school. The school accepts that if student records are not maintained, the department may withhold tuition fee disbursements to schools until such records have been updated.
* the school accepts that the department may request that the principal terminate the enrolment of an international student where the student has breached relevant student visa conditions, or where relevant fees owing to the department have not been paid.
* the school accepts that the school will be subject to compliance monitoring activities, and that the school commits to take effective action to mitigate risk and take appropriate action on each identified area of non-compliance.
* (**Level 2 schools only**) the school accepts that where instances of non-compliance with critical compliance requirements (homestay accommodation, welfare support and marketing services) have not been resolved by the school, DE (IED) may take enforcement action, for example, temporarily pausing accreditation and discontinuing the placement of any new international students into the school or if required, ceasing the school’s accreditation.

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| **Name**: |  | **Signature**: |  | **Date**: |  |

## Section D: School council president’s endorsement

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| I confirm that the school council agrees to enrol international students within the maximum enrolment numbers requested. | | | | | |
| **Name**: |  | **Signature**: |  | **Date**: |  |

## Section E: Regional office endorsement

### Regional office representative’s comments:

In endorsing the requested international student enrolment cap, the regional office confirms that the school has the capacity to enrol the specified number of international students without denying enrolment to local students in the area, in compliance with the department’s [Enrolment Policy](https://www2.education.vic.gov.au/pal/enrolment/policy).

A maximum international student enrolment of \_\_\_\_\_for (insert name of school) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has been endorsed.

#### Additional comments:

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|  | |
| **Name:** |  |
| **Position\*:** |  |
| **Signature:** |  |
| **Date:** |  |

\**Note: Regional office endorsement can only be provided by the Regional Director, Area Executive Director or Senior Education Improvement Leader.*

## SECTION F: DE (IED) office use only

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| **Executive officer decision:** | **Approved**  Accreditation level: Level 1 / Level 2  Enrolment cap: | **Not approved** |
| **Executive officer name:** |  | |
| **Executive officer signature:** |  | |
| **Date:** |  | |