# ISP School Enrolment Cap Variation 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 Student (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 to vary their international student enrolment cap should complete this form and send it to IED at [isp.quality@education.vic.gov.au](mailto:isp.quality@education.vic.gov.au). Please note that all schools have a minimum accreditation of 5 students.

## Section A: School details

|  |  |
| --- | --- |
| **School name:** |  |
| **ISP accreditation level:** |  |
| **Principal name:** |  |
| **Principal telephone:** |  |
| **Principal email:** |  |
| **International Student Coordinator (ISC) name:** |  |
| **ISC telephone:** |  |
| **ISC email:** |  |

## Section B: Enrolment capacity information

|  |
| --- |
| Please specify the new maximum number of international student enrolment places that the school can accommodate (at all year levels): |
|  |
| Please provide the reason(s) why the school is applying for an enrolment cap variation: |
|  |
|  |
|  |

## Section C: Principal’s attestation

I confirm that the school can enrol international students up to the enrolment cap proposed in Section B (above) without denying a qualified local student placement at the school and acknowledge that exceeding the cap may lead to temporary suspension of the school’s accreditation.

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

## Section D: School council president’s endorsement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School Council President:  I confirm that the school council agrees to enrol international students within the maximum enrolment numbers requested. I also confirm that the school council approves the established policy on the enrolment of international students and the provision of homestay accommodation policies (Level 2 accredited schools only). | | | | | |
| **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:

|  |  |
| --- | --- |
|  | |
|  | |
| **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

|  |  |  |
| --- | --- | --- |
| **Enrolment cap variation decision:** | **Approved** | **Not approved** |
| **Executive officer name:** |  | |
| **Executive officer signature:** |  | |
| **Date:** |  | |