# Prospective Students Required Information Checklist

### ISP Schools must ensure that the following information is available to prospective international students.

### The information must be current and written in plain English.

### Use this checklist twice a year to verify that information continues to be current and accurate.

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| **Required Information** | **Date Verified** | **Initials** |
| Academic and English language **entry requirements**.  *N.B. These must be consistent with DE (IED) Admissions Requirements* |  |  |
| Whether **course credit** can be granted towards the course |  |  |
| **Course details** including:   1. CRICOS Code for the course(s)\* 2. Course content 3. Modes of study (normally face to face for schools) 4. Any compulsory online or work based training/work-experience 5. Community based learning 6. Assessment methods   *\*Each course has a unique CRICOS course code. The CRICOS Course Code is different to the Provider Registration Code.* |  |  |
| **Duration** of course and holiday breaks |  |  |
| **Qualification**, award or other outcomes |  |  |
| **Location** of school, facilities, equipment and learning resources available to students |  |  |
| Details of any **third party arrangements** with other education providers (e.g. VSL) who may offer part of the course |  |  |
| Indicative tuition and non-tuition fees, including advice on the potential for fees to change |  |  |
| DE (IED)’s cancellation and refund policies |  |  |
| Information on when an overseas student’s enrolment may be deferred, suspended or cancelled |  |  |
| Information about the ESOS framework, including official Australian Government material or links to this material online |  |  |
| Accommodation options including Homestay Policy and Procedures |  |  |
| Indicative costs of living in Australia |  |  |

**Signed**: ………………………………………………………………(Principal) **Date**: …………………………….