

## Enrolling and Reporting on CRICOS Students Policy

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**Purpose** To give guidance to employees on enrolling and managing overseas (CRICOS) students' progress. CRICOS is the Commonwealth Register of Institutions and Courses for Overseas Students created under the Education Services for Overseas Students Act (Cth) - the ESOS Act.

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**Applicability** All College Employees, overseas students

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**Background** The College is approved to enrol overseas students in accordance with the provisions of the ESOS Act and the National Code (Provider Code 03155A). The ESOS Act enables enrolled students to apply for a student visa to study in Australia. Such CRICOS students must qualify as per the ESOS Act (and National Code) and must enrol in a CRICOS registered course, which is any of the Full Time on-campus courses run at the Sydney campus (Course Code 069734C). There are further rules governing progress, completion and reporting to government.

An eleven month visa is available for students undertaking all components.

A twenty week visa is available for students just undertaing the Work Experience or CRM option.

The College has traditionally had only small numbers of CRICOS students and all general policies and processes relating to students apply equally to CRICOS students. This policy describes the additional considerations for College staff as equired under the ESOS Act and National Code.

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**Responsibility** The Director, Customer & Student Engagement (CSE) has main responsibility for the enrolment of CRICOS students and their records.

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Lecturers teaching the NSW on-campus course have main responsibility for monitoring the progress of CRICOS students and must advise the Director, CSE as soon as practicable if there are any issues with the capacity to affect a student's visa. See Monitoring Progress of CRICOS Students Policy. [link required]

All CSE staff who deal with PRISMs or CRICOS students must undertake relevant training to get access to the PRISMs interface. There should be at least three CSE staff with access to PRISMs at all times and all such staff are required to undergo training on the National Code annually.

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### **PRISMs**

PRISMs is the interface created by the government to enable enrolled students to apply for visas. CSE staff use PRISMs (see Enrolment below) to facilitate this process.

To access PRISMS, nominated staff must be registered in accordance with the PRISMs (Provider Registration and International Student Management System) Provider User Guide on using PRISMS.

See also the Enrolling and Reporting on CRICOS Students Procedure. [link required]

See PRISMs user FAQs here.

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### **Enrolment & Records Management**

When a CRICOS student enrolls in the full time on campus course and pays the international fee they are eligible for a confirmation of enrolment (CoE) from the College. With their enrolment documents (including academic qualifications in law and any English language requirements) they will also need to provide a copy of their passport photo and current visa page. Please refer to the PRISMs (Provider Registration and International Student Management System) Provider User Guide on using PRISMS.

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Student information must be entered via PRISMs and that information must be accurate, especially regarding name, address, phone and email. An audit of student information in PRISMs must be undertaken at least every six months and a record kept of when that audit was done, including any remedial action taken.

### **International Student Fee**

Full fees must be paid at the time of enrolment. The College is entitled to charge the full fee upfront as the Coursework Component of the PLT Program is less than 25 weeks in duration.

### **Recognition of Prior Learning**

Recognition of prior learning (RPL) is very limited and may only be given where a CRICOS student has done an equivalent PLT subject at an Australian PLT provider. If RPL is given, it may reduce the period of the available student visa.

## **Student Progress**

Students are required to attend all classes and stay up to date with all activities and assessments. If a CRICOS student is referred by the lecturer to the Director, Customer & Student Engagement (or delegate) as having fallen behind in either attendance or course progression requirements, the Director, CSE (or delegate) should always ascertain the details of that student's CoE.

The Director, CSE (or delegate) must then contact the student and remind them of their Visa conditions in respect of attendance and course progression.

If, in the view of the Director, CSE (or delegate), the student can transfer to a subsequent course to finish the Coursework Component within the original term of the ECoE (almost always 11 months), then that should be done and nothing further is required.

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If, however, in the view of the Director, CSE (or delegate), the student cannot transfer to a subsequent course to finish the Coursework Component within the original term of the ECoE, the matter must be noted on the ECoE via PRISMs.

In such circumstances, the visa can be extended but it is possible that the visa will be cancelled, so the student ought to be warned that such action is being taken, and advised to contact their Immigration Officer or Agent.

Withdrawing students should also be noted as a variation on PRISMs and the student advised as to the implications of withdrawal on their visa.

### **Early Completion of all Components**

Where a student completes all components of the course within the term of the ECoE, we are also required to note that fact on the ECoE. In which case, the student should also be warned as there is a chance that the term of the Student Visa will be reduced.

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#### **Related Documents**

PRISMS Provider User Guide; Student Visa Policy; Enrolling and Reporting on CRICOS Students Procedure; Monitoring Progress of CRICOS Students Policy; ESOS National Code

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