

Mr John Smith  
Principal  
Ravenscliff School  
Ravenscliff  
1 Ocean Highway  
Manly, NSW 2076

**CRICOS Annual Registration Charge -02270F**  
**PLEASE RETAIN THIS IMPORTANT 2009 ARC INFORMATION**

Dear Mr Smith,

All providers registered or suspended on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) are required, under Section 23 of the Education Services for Overseas Students Act 2000 (the ESOS Act) and Section 8 of the Education Services for Overseas Students (Registration Charges) Act 1997 (the Charges Act), to pay an Annual Registration Charge (ARC).

The ARC for 2009 applies to all providers registered or suspended on CRICOS on 1 January 2009 and must be paid by midnight Friday, 27 February 2009.

Your ARC amount payable for 2009 is the sum of a base fee of \$351 plus \$30.00 per full enrolment for each overseas student on a student visa that studied in a course at your organisation during the 2008 calendar year. For the purposes of determining the ARC a full enrolment is defined as an enrolment in a course that has a proposed period of study that is 26 weeks or more in duration. A half enrolment is an enrolment in a course that has a proposed period of study of less than 26 weeks. It is important to note that it is the proposed period of study that is used to determine whether an enrolment is a full or a half one, this may differ from the actual period of study undertaken.

Please also note that even if your organisation did not have any overseas students in 2008 the ARC base fee of \$351 is still payable.

**What you need to do**

- Please retain this email in electronic form for reference as it contains the link you will need to use to access the Department's ARC Payment website to make your 2009 ARC payment.
- Review the number of overseas students on student visas enrolled in each course provided by your organisation in 2008. These figures are available through specific ARC reports in PRISMS and form the basis of the ARC amount payable for your organisation that will be displayed on the ARC Payment website when you log on. (See below for further information on how to review the reports in PRISMS).
- Log on to the ARC Payment website using the User Name and Password shown below to view your ARC calculation and finalise your ARC payment.

**Reviewing your 2008 ARC enrolments**

Your ARC charge is based on the total of \$351 plus \$30 per full enrolment for each overseas student that studied at your organisation throughout 2008.

If you wish to view the data on which your ARC calculation has been based - the

following two reports in PRISMS will provide you with a list of all of the 2008 enrolment records for your organisation that are in-scope for the 2009 ARC calculation -

- **'ARC Enrolments by Student by Course'** export – This export contains a single listing for each student that studied in a course at your organisation in 2008, including those with multiple enrolments in the same course, and calculates the proposed study duration. Based on the proposed study duration, the enrolments will be identified as either a half or full enrolment. The total number of full and half enrolments listed in this export will be displayed on the ARC Payment website when you logon and will be the basis of the calculation of your 2009 ARC amount payable.
- **'ARC Raw CoE Data'** export - This export contains the raw CoE data from which the 'ARC Enrolments by Student by Course' Export was generated. The 'ARC Raw CoE Data' Export is equivalent to exports provided in previous years for the payment of the ARC, but contains additional information to help you identify the study duration for each enrolment. You should only need to refer to this export if you require further information on records listed in the 'ARC Enrolments by Student by Course' export.

To access these reports you will need to logon to PRISMS >> Go to the "Available Reports" tab >> 'Click' on 'List of Reports' >> 'Click' on the 'ARC Enrolment by Student by Course Export' option, enter required information and then generate the report.

### **Paying your ARC**

To pay your 2009 ARC you will be required to complete the 5 main steps outlined below

1. Log in to the ARC payment website using the Link and the User Name and Password provided at the bottom of this email.
2. Check your organisation and contact details – once you sign in to the ARC payment site you will be asked to check your organisation and contact details.
3. View your 2008 enrolment data – the system will display the total number of enrolment records on which your ARC calculation has been based. If you wish to review the actual data in summary format, you will need to log on to PRISMS and access the "ARC Enrolment by Student by Course' export.
4. Generate your ARC invoice –the system will automatically generate an invoice for your organisation summarising your enrolment data and the ARC amount payable.
5. Enter payment information – you will then need to select a payment method and enter the required information to finalise your ARC payment.

Step by step instructions detailing the payment process are provided once you access the ARC component of AEI online.

### **Link for accessing the Department's ARC website**

Please click on the link below to access the Department's ARC payment website. This link will require you to use the User Name and Password information to log on to a series of payment screens that have been tailored specifically for your organisation. Please enter your User Name and Password when prompted.

<http://acapt005:9000/notice/secure/arcpayment.aspx?src=email>

Your login details are

**User Name** :04325G\_6388@prisms.deewr.gov.au

**Password** :Vx8e7rdkxj

**Further information**

If you need any further assistance processing your ARC payment or determining your ARC enrolment numbers, please contact the ARC Hotline by email at [esosarcmailbox@deewr.gov.au](mailto:esosarcmailbox@deewr.gov.au) or by phoning 1300 793 993.

Yours sincerely

Robert Noakes

Director

ESOS Consumer Protection and Registrations Unit

International Quality Branch

Department of Education, Employment and Workplace Relations.

20 January 2009