

REMINDER NOTICE - 2009 Annual Registration Charge

Dear Principal Executive Officer,

This email relates to the CRICOS Annual Registration Charge (ARC) for 2009 which is due for payment by midnight Friday 27 February 2009.

A late payment penalty will apply to any payment made after 27 February 2009. Late payment amounts will be calculated and displayed on the ARC Payment website and automatically added to your 2009 ARC invoice.

Under Section 90 of the *Education Services for Overseas Students Act 2000* failure to pay your ARC will result in automatic suspension of your registration from CRICOS.

What you need to do if you haven't yet made your payment:

- Locate the ARC Notice email which contains a link to the Department's ARC payment website and instructions for making your 2009 ARC payment. The ARC Notice emails were sent on Tuesday 20 January to the PEO and any PRISMS eBusiness contacts registered at your organisation.
- If you can't locate your ARC Notice please email the [ESOS ARC Mailbox](#) to request that it be re-sent.

If you have already paid your ARC and have still received this reminder, please read on:

- If you have paid by cheque or offline credit card and have forwarded us the details, please disregard this reminder.
- If you have paid by EFT and entered a payment description that included your AEI order number and/or your CRICOS code, please disregard this reminder
- If you have paid by EFT and did not enter a payment description that included your AEI order number and/or your CRICOS code, we will be unable to identify that your payment belongs to your organisation. If this applies to you, please send an email to the ARC mailbox (esosarcmailbox@deewr.gov.au) including details of your CRICOS code, your AEI order number, your ARC payment amount, the payment date **and the payment description you originally entered**. It is important that you provide this information to the Department **as soon as possible**, otherwise we will not be able to process your payment and you will not be recorded as having paid your 2009 ARC.

If you need any assistance making your ARC payment, please contact the ESOS ARC Helpline by telephone - 1300 793 993 or by emailing [ESOS ARC Mailbox](#).

Yours sincerely

Robert Noakes
Director
Consumer Protection and Registrations Unit
International Quality Branch

16 February 2009