

## 2009 ANNUAL REGISTRATION CHARGE (ARC) – [PROVIDER CODE] FURTHER INFORMATION

Dear <PEO Title>< PEO Family Name>

I am writing to provide you with further information regarding the collection of the 2009 Annual Registration Charge (ARC).

You should already have received a preliminary email I forwarded on the 5<sup>th</sup> of November requesting that you check the accuracy of your CoE data and Principal Executive Officer (PEO) and eBusiness email addresses in PRISMS. A copy of this email and all previous correspondence is available through the ARC component of the Department's [AEI website](#).

The purpose of this second email is to provide you with details of how to access further information about the ARC, including an overview of the key events and changes associated with the 2009 collection. It also includes a checklist of the activities you need to consider in preparation for the ARC payment period, which will commence in mid-January with the sending of the 2009 ARC Notices. It also clarifies which CoEs are in-scope for the ARC and how ARC enrolment durations are determined.

### Overview of the 2009 ARC collection process

The ARC for 2009 applies to all providers registered or suspended on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) on 1 January 2009 and must be paid by **Friday 27 February 2009**.

The [AEI website](#) contains important information about the 2009 ARC collection. Please visit this site to view key dates associated with the collection, as well as detailed information on how to review your PRISMS enrolment data

### Which enrolments count and how is the ARC enrolment duration determined?

A number of providers have been asking which enrolments are in-scope for the ARC and how the enrolment duration is defined for ARC purposes, answers to these questions are provided below.

All overseas student enrolments where the student undertook study in a course at your organisation during 2008 are in-scope for the ARC calculation.

For each in-scope CoE, the duration of the *proposed* period of study that falls within the 2008 calendar year is then calculated. It is important to note that it is the *proposed* period of study, not the *actual* period of study that is used to determine the enrolment duration for the purposes of calculating the ARC. The proposed period of study is then used to determine if the enrolment is a full (26 weeks or more) or half (less than 26 weeks).

### Example illustrating the difference between proposed and actual study

A student enrolls at your organisation for a 35 week course commencing on 1 March 2008. After 3 weeks of study, the student transfers to a different organisation. You report on the student to indicate the transfer and record the student's last day of study as the 22<sup>nd</sup> of March 2008. This cancels the CoE and sets the CoE actual end date to 22<sup>nd</sup> March 2008.

Although the student only completed 3 weeks of actual study at your organisation, the duration of the enrolment for ARC purposes will be the duration of study that was originally proposed, that is 35 weeks.

### Checklist

- I have reviewed the 2008 PRISMS enrolment data for my organisation

- I am satisfied that the enrolment data stored on PRISMS accurately reflects my international enrolments for 2008.
- I have contacted the ARC Helpline (email or phone) to discuss any issues I have.
- I have checked that the PRISMS PEO and eBusiness contact details for my organisation are accurate and up to date.

**Need further help?**

Further information on the ARC can be found on the Department's [AEI website](#) or you can contact the ESOS ARC Helpline either by [email](#) or by phoning 1300 793 993.

**Next Communication**

Detailed instructions about how to access the Departments ARC payment website to record and pay the ARC will be provided in the ARC notice which will be sent to your PEO and eBusiness contacts via email in mid-January 2009.

I appreciate your assistance in this matter.

Yours sincerely



Robert Noakes  
Director  
Consumer Protection and Registrations Unit  
International Quality Branch

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