

Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS): Annual Registration Charge (ARC)

Dear Principal Executive Officer,

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

This preliminary email provides you with important information relating to the 2009 ARC collection. Please take the time to read the following information and ensure that your contact information is accurate and up to date.

Do we have the correct details for your PEO and eBusiness contacts?

All correspondence relating to the 2009 ARC collection will be sent electronically via email to Principal Executive Officers (PEOs) and any registered eBusiness contacts at your organisation. A list of these contacts for your organisation is provided below. Please check these carefully, if any of the details are incorrect you will need to update them, otherwise your organisation may not receive important information regarding the 2009 ARC collection process. Instructions on how to update/change details are provided below.

Principal Executive Officer:

Principal Executive Officer - PEO@bigpond.net.au

- To change or update your PEO contact details please contact your local [State or Territory Registration Authority](#).
- To update only the email address for your PEO please forward the details of the new email address to the [PRISMS Help Desk](#).

eBusiness Contact Officer(s):

Our records indicate that there are no current eBusiness contacts listed for your organisation. To ensure you receive important ARC information we strongly recommend that you add at least one eBusiness contact to PRISMS for your organisation.

- To add or update eBusiness contact details please log onto PRISMS and click on the contacts link on the menu bar to the left of the screen. This will display a list of existing contacts at your organisation. Click on an existing record to update it or click on the "Add New Contact" button to enter details of a new eBusiness contact.

If you need assistance with either of these processes, please contact the PRISMS Help Desk by [email](#) or by calling (02) 6240 7647.

An important processing change has been implemented for the 2009 ARC collection.

In previous years, within the ARC payment system providers were given the option of either using PRISMS based enrolment figures or entering a different set of figures for the purposes of determining their ARC payable. Providers entered new figures usually based on their own records.

The 2009 collection process will remain almost identical to that of previous years. However, from this year onwards providers will be required to pay the ARC figure based on PRISMS data. It will not be possible to use non-PRISMS data. The only way providers can alter the ARC payable will be through updating PRISMS CoE data.

Provider Responsibilities

As you would be aware, Section 19 of the ESOS Act creates an obligation for providers to notify the Secretary of the Department (via PRISMS) of a range of specified events relating to student enrolments, including name, course, start date and expected duration of the course, termination of studies, changes in identity or duration of a course, and any other prescribed matter relating to accepted students.

What this means, in short, is that at any point in time, so long as providers are meeting their data entry and reporting responsibilities under Section 19 of the Act, PRISMS will be a complete and accurate representation of the student profile at their institution. Furthermore there should be no difference between their own records and those kept on PRISMS.

The processing change also supports the preference shown by the majority of providers for using PRISMS based enrolment figures as the basis for determining their ARC. In 2008 almost 80% of all providers who paid the ARC used enrolment figures derived from data stored in PRISMS.

Cancelling your registration

If you no longer provide or no longer wish to provide courses to overseas students, please contact your [State or Territory Registration Authority](#) prior to Monday 1 December to request cancellation of your registration on CRICOS.

Need more information?

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.

Further Communication

You will shortly be receiving further information relating to the 2009 ARC collection process, and in mid-January 2009 you will be emailed your 2009 ARC notice which gives you detailed information about your enrolments and the payment process.

Again, I would like to remind you of the importance of keeping your CoE data and PEO and eBusiness contact details correct and up to date.

I appreciate your assistance in this matter.

Yours sincerely

Robert Noakes
Director
Consumer Protection and Registrations Unit
International Quality Branch

05 November 2008