

## Additional CRICOS registration requirements Policy and Procedure

### Definitions:

**German School Johannes Gutenberg** is the name of school provider; **CRICOS Provider ID:** 02379D

**German International School Sydney** is the trading name of the school

The **Principal Executive Officer (PEO)** is the "Principal". The PEO may delegate their responsibilities in accordance with the delegation register.

**CRICOS Registration** is the official authorisation granted to education providers in Australia, allowing them to enroll overseas students in their courses. The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) ensures that providers meet government standards for delivering educational services to international students, including compliance with reporting, quality assurance, and student welfare requirements.

**NESA** is New South Wales Education Standards Authority, which serves as the regulatory body responsible for overseeing education standards in New South Wales, Australia. NESA sets curriculum requirements, accredits educational institutions, and monitors compliance with government standards. It also manages registration processes for providers like German School Johannes Gutenberg, ensuring they meet official requirements for enrolling overseas students and maintaining up-to-date information about courses and operations.

### Policy

German School Johannes Gutenberg continues to meet the requirements for CRICOS registration. German School Johannes Gutenberg provides NESA with required information within timeframes and in the form required by NESA. All information related to specific aspects of German School Johannes Gutenberg's courses and operations are kept up to date with NESA and the Commonwealth as required.

### Procedure

1. If there are any proposed changes to German School Johannes Gutenberg's CRICOS registration for a school course, the PEO will submit the notification or application to NESA via RANGS Online at least 30 days prior to the time at which those changes are proposed to take effect. Changes to German School Johannes Gutenberg's scope of approval may include:
  - adding/removing registered courses;
  - adding/removing registered delivery sites; and
  - increasing/decreasing the maximum number of overseas students that can be enrolled.

2. The PEO will notify NESA in writing via RANGS online:
  - of a change of the Principal Executive Officer (PEO) within 7 days of the change, the notification will include a copy of a statutory declaration signed by the new PEO declaring that they are fit and proper using NESA CRICOS PEO statutory declaration template located in RANGS Online.
  - when the German School Johannes Gutenberg, or an associate, or a high managerial agent who has been, is, or will be involved in the business of delivering programs to overseas students:
    - has been convicted of an offence
    - has been convicted of an offence under the ESOS Act at any time during the past five years
    - has ever had its CRICOS registration cancelled or suspended under the ESOS Act
    - has ever been issued with an Immigration Minister's suspension certificate
    - has ever had conditions imposed on its registration under the ESOS Act
    - has been bankrupt
    - has ever been disqualified from managing a corporation under the Corporations Act 2001
    - has been involved in the business of provision of course by another provider that was subject to any of the points above.
  - of any change in the name or address of German School Johannes Gutenberg at least one month before such a change is to take effect
  - of any intention to relocate premises (including the head office or principal place of business) at least three months before the relocation
  - of any change in the school name and/or name of a delivery site at least one month before such a change is to take place
  - of any prospective changes to the ownership of German School Johannes Gutenberg as soon as practicable before the change is to take effect
  - of any change to the details of courses approved including changes to course duration and course cost at least one month before such a change is to take place
  - to request the cancellation or suspension of German School Johannes Gutenberg's approval and registration to deliver courses to overseas students, at least three months before the cancellation or suspension
  - to add or withdraw a course at German School Johannes Gutenberg, at least one month before implementing the change
  - to request an increase or decrease to overseas student capacity of German School Johannes Gutenberg, at least one month before implementing the change
  - to request to re-distribute the German School Johannes Gutenberg's approved capacity across delivery sites, at least one month before implementing the change
  - to request to add to or remove a delivery site from German School Johannes Gutenberg, at least three months before implementing the change.
3. Records of notifications to NESA will be stored in RANGS as well as the Secure Files of the School Management for Registrations by the PEO.

**Document Management**

Policy name	Additional CRICOS registrations Policy and Procedure
Version	1.1
School responsible	Principal
Board portfolio	Governance and Strategy
Related documents	Notification 4.0 Policy
Initial approval	15 July 2025 Version 1.0
Last Review / Update	24 February 2026
Next Review scheduled	February 2027
Approval by	Michael Cordes (Principal) and Tammie Christie (Board of Directors)

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