



PREAMBLE

Stella Maris College (the College) is a school of Good Samaritan Education established in 1931 in the Benedictine tradition. The policies of the College give expression to its values and ethos and/or reflect the legal requirements of a school registered and accredited by the NSW Education Standards Authority (NESA).

POLICY

Stella Maris College must notify NESA in writing via RANGS Online:

- When the College, or an associate of the College, or high managerial personnel of the College 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
 - – 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 the College at least one month before such a change is to take effect
- Of any intention to relocate premises at least three months before the relocation
- Of any change in the College 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 the College 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 a decrease in the overseas student capacity of the College's scope of approval at least one month before such a change is to take place
- To request the cancellation or suspension of the College's approval and registration to deliver courses to overseas students, at least three months before the cancellation or suspension
- To request to add to the College's existing scope of approval by adding a course, adding a delivery site or increasing the maximum approved overseas student capacity.

PROCEDURE

The College's Executive Team (Principal, Deputy Principal and Director of Business Services) will annually assess whether numbers of staffing and educational resources including facilities, equipment, learning and library resources are adequate, in order to deliver its registered courses to overseas students, consistent with section 3.14.2 of the Guidelines.

The College teaching staff profile is checked annually by Director of Curriculum to ensure the appropriateness of the staff for the delivery of courses.

The College Principal will oversee the overall changes for the registered program and ensure on-time notification to NESA when required.

If any of the changes listed above occur, the College will notify NESA within the regulated timeframe. The submitting documents will be prepared and submitted in advance to ESOS Agency.
The College will cooperate fully with the NESA and ESOS agencies when an onsite inspection is required.

VERSION 1

Policy Approved: June 2018

Date for Review: June 2021