



# Annual Registration Charge (ARC) collection process

Please take the time to read this brochure – it contains important information regarding the collection of the ARC. **Please note that this brochure has been updated as of November 2016 and includes the annual indexation figures.**

## BACKGROUND

An Annual Registration Charge is payable by all providers that are registered or suspended on CRICOS as at 1 January each year.

The amount payable is calculated as a base fee, a per registered course fee, a per location, a per enrolment component and a non-compliance component.

The per enrolment component of the ARC is determined according to the number of students that studied at your organisation in the relevant calendar year and the duration of study as determined by the Proposed Course Start and Proposed Course End Dates on the student's Confirmation of Enrolment.

The annual registration charge for 2017 is comprised of four components (which includes the indexation fee):

- \$1426 base fee; plus
- \$10 per student enrolment per year; plus
- \$109 for each course registered on CRICOS by location; plus
- \$1096 payable only by a provider against whom the Minister has imposed sanctions for non-compliance under section 83 of the ESOS Act in the past 12 months.

\*Government and non-government schools that did not have any enrolments in the previous calendar year but maintained a registration pay a lesser base fee of \$401.

Where providers feel the data on Provider Registration and International Student Management System (PRISMS) does not accurately reflect their enrolments, they may need to reconcile their in-house system to PRISMS to ensure enrolment numbers in both systems are the same and an accurate reflection of what students undertook study. If this is necessary, it is important you do this before 27 January, 2017 as invoices will be sent out on/after this date.

## WHAT DO WE NEED TO DO?

Ask yourself the following questions:

- *Is my organisation ARC-ready?*
- *Do our enrolment records in PRISMS reflect our actual enrolments for the year?*
- *Do your course/location links reflect reality?*
- *Would we be confident using our data if the ARC were calculated today?*

If you're not sure of any of these answers or you know the response is no, you will need to take action to review your data.

The key message you need to remember is:

**Accurate enrolment data in PRISMS is essential for an accurate ARC calculation.**



## WHEN DO I REVIEW MY DATA?

The data review period extends from November until the date the ARC invoices are sent in January. As best practice, the Department of Education and Training strongly encourages providers to regularly review their PRISMS enrolment data. The timing and frequency with which data reviews are possible may depend on the type of organisation and the way in which attendance is monitored.

Some organisations (such as schools) may be able to reconcile PRISMS enrolment records with actual student numbers plus course/location at any time throughout the year. For other organisations (such as universities) it may only be appropriate to conduct a reconciliation at the end of a semester period, when all assessment is complete. The critical thing to remember is that at the end of the year, the actual number and study outcomes of the international students that are or were studying with you should be accurately reflected by their CoE records within PRISMS.

If you undertake to review your data throughout the year, there should be no surprises when the ARC is determined. Remember – the accuracy of the ARC calculated for your organisation is dependent on the accuracy of your enrolment data in PRISMS. Incorrect data will produce an incorrect ARC calculation.

## HOW DO I REVIEW MY DATA?

The enrolment data on which your ARC calculation is based is available in PRISMS via the ‘ARC Enrolment by Student by Course Export’ and course/location export. These exports provide a list of overseas students that undertook or are still undertaking a period of study in a given course and course location at your organisation in the relevant year. It also contains an estimate of the ARC amount payable as at the date the export is produced. Please bear in mind that this figure is an estimate only, and may not necessarily reflect the final payment amount.

It is recommended that you use the ‘ARC Enrolment by Student by Course Export’ to gain an overview of the overseas student enrolments for your organisation for the relevant enrolment year, as it presents the data in the summarised format of one line of data per student per course. If you wish to view further details of the individual CoE records on which this export is based, this information is available via the ‘ARC Raw CoE Data’ export within PRISMS.

To review the data that will be used as the basis for determining your ARC you will need to:

1. Logon to PRISMS >> Go to the “Available Reports” tab >> ‘Click’ on ‘List of Report’ >> ‘Click’ on the “ARC Enrolment by Student by Course Export” option, enter required information and then generate the report.
2. Review the list of students that studied or are still studying in each course at your organisation during the relevant enrolment year. This list of students should equal the number of students that actually studied at your organisation throughout the given year. If you do not agree with the list presented it could be for one or more of the following reasons -:

<b>Issue</b>	<b>How / why it may have occurred</b>	<b>Remedy</b>
The list doesn't show a student that studied in a particular course	A CoE was not created/approved for the student or the CoE expired and never went to studying status.	Create a CoE with backdated studying dates or update the expired CoE to studying or finished
The list contains a student that never studied	A CoE was created and not reported on	Report on the CoE
The list indicates a student studied for a shorter time period than they actually did.	The entire period of study a student undertakes with your organisation should be represented by one or more CoEs. If the student studied longer than the CoEs indicate,	Create a new CoE to cover the missing period



	check the original records in PRISMS. The dates of study on the existing record(s) should cover the same period the student actually studied with your organisation.	
The list indicates a student studied for a longer time period than they actually did.	In most situations when a student deviates from their originally intended period of study you need to report them. If you find that a student is listed as having studied for a longer period on PRISMS than they actually did, you will need to update the relevant CoE to report the reason for the shortened period of study.	Report on the relevant CoE to indicate why there was a change to the originally intended period of study.

If you still have questions about your PRISMS data relating to the ARC, please do not hesitate to contact the ARC Helpline on 1300 793 993.

### WHAT IF I STILL DON'T AGREE WITH THE PRISMS DATA?

It is possible that your PRISMS enrolment data doesn't reconcile with your actual enrolments. The Department of Education and Training is available to help you review any data discrepancies that you don't understand.

However, before contacting the Helpline, please go through the following checklist.

- *Have you run – and reviewed - the ARC Enrolment by Student by Course export?*
- *Have all required CoEs been created?*
- *Have all necessary CoEs been reported on?*
- *Have you reviewed the ARC Calculation brochure?*
- *For the purposes of calculating the ARC – the proposed period of study (not the actual period of study) is used.*

If, after completing the above checklist, you still have CoE data that you don't understand or don't agree with please contact the ARC Helpline to discuss.

We will be treating all provider queries on a case by case basis and will help you understand the data and if need be advise on how it is to be updated. In some rare cases there may be a technical reason for inaccurate records in PRISMS. The Department of Education and Training will work with you to review these and take the necessary steps required to ensure your records reflect your student's study.

### WHERE CAN I GET MORE INFORMATION?

The Department of Education and Training appreciates that the process of checking your enrolment data can be complex. Further information on the ARC collection process can be obtained through the:

- International Education Website ([www.internationaleducation.gov.au](http://www.internationaleducation.gov.au))
- This site contains comprehensive information about the ARC collection process and provides details on how the ARC is determined, which CoEs are in-scope and how the duration of study is calculated. Please refer to this site in the first instance.
- ARC helpline on 1300 793 993.