

Courses Lifecycle - Withdrawing a Course from the CRICOS Register Procedure

Section 1 - Purpose / Objectives

- (1) This procedure:
 - a. Specifies key consultation, endorsement and approval steps and responsibilities involved in withdrawing CRICOS registration for a course;
 - b. Should be read in conjunction with the [Courses and Pathways Lifecycle Policy](#) and the [Course Cessation and Student Transition Procedure](#); and
 - c. Outlines a key component within the lifecycle of award and non-award courses for all courses no longer offered by VU to international on-shore students.

- (2) The typical lifecycle of courses at Victoria University is explained visually in [Figure 1](#).

Section 2 - Scope / Application

- (3) This procedure applies to all award and non-award courses that will no longer be offered to international on-shore students.

Section 3 - Definitions

- (4) Nil

Section 4 - Policy Statement

- (5) Nil

Section 5 - Procedures

- (6) The withdrawal of a Victoria University course from the CRICOS Register must comply with:
 - a. The ESOS Act; and
 - b. Approval of senior management as outlined in [Figure 2](#)

- (7) The withdrawal of a Victoria University course from the CRICOS Register requires the:
 - a. Confirmation by the Vice President (International) that there is no international student demand for the course; and
 - b. Final approval for withdrawal of the course from the CRICOS register by the as the Principal Executive Officer for

CRICOS.

(8) CRICOS templates that have been developed by external regulators MUST be used when withdrawing a course from the CRICOS register. Templates for the specific course types (as noted) can be downloaded from:

- a. [ASQA website for Externally Accredited courses](#)
- b. [TEQSA website for Internally Accredited and Non-Award courses](#)
- c. [VRQA website for Senior Secondary courses](#)

Section 6 - Guidelines

(9) [Figure 2: Withdrawing a course from the CRICOS Register.](#)

Status and Details

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