



# 2023 ESOS obligations checklist

Keep track of key dates for your training provider this year

## ASAP

### Check that your information is correct

- Review information about your organisation on the [Commonwealth Register of Institutions and Courses for Overseas Students](#). If the information is not accurate, you can make changes via [asqanet.asqa.gov.au](#)

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### Reporting obligations on PRISMS

**Give prescribed information** in PRISMS about any overseas student you accept into a course within 31 days of the event.

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**Give prescribed information** in PRISMS about any overseas student that fails to commence their course, or their course is terminated (whether due to action by the student or the provider) by:

- 31 days after the event (for students 18 years and over) or
- 14 days after the event (for students less than 18 years).

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**Give prescribed information** in PRISMS about any overseas student where: the student changes course or the duration of the course changes, the course is suspended or any other information specified in the ESOS regulations by:

- 31 days after the event

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### Tuition Protection Service levy - payment

Pay your Tuition Protection Service (TPS) levy. You must pay it after the TPS Director gives you a written notice setting out the amount of your levy, and the due date for the payment.

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### CRICOS Annual Registration Charge – payment

Pay your CRICOS Annual Registration Charge (CARC) to the Department of Education. If you are an RTO registered with ASQA, this charge is additional to the annual registration charge payable to ASQA.

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### Renew and keep up to date

Keep your registration up to date by checking when it expires at [asqanet.asqa.gov.au](#) or [PRISMS](#).

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Renewal applications open 12 months prior to registration expiry and close 90 days before expiry. Get in early to avoid delays.

This list is provided as a reminder only—ESOS providers need to meet other obligations and deadlines to comply with the requirements of ongoing registration in 2023. Visit [www.asqa.gov.au](#) for more information.

Our social media accounts are the best place to keep up to date with the latest information from ASQA.

