



Australian Government
Department of Home Affairs

Onshore Education Program

**Student claims process for non-government
education institutions**

Table of Contents

- Introduction** **3**
- Student claims process** **3**
 - Eligible students 4
 - Eligible student rate 4
 - Timing for student claims 4
 - Submitting total number of enrolled eligible students 4
 - Submitting a list of currently enrolled eligible students 4
 - Home Affairs information requests 4
 - Where a student is no longer enrolled 5
- Invoicing and payments** **5**
 - Timing 6
 - Invoicing 6
- Recordkeeping** **6**

Approval

Approved by	Date
Assistant Secretary, Status Resolution Branch	October 2018

Introduction

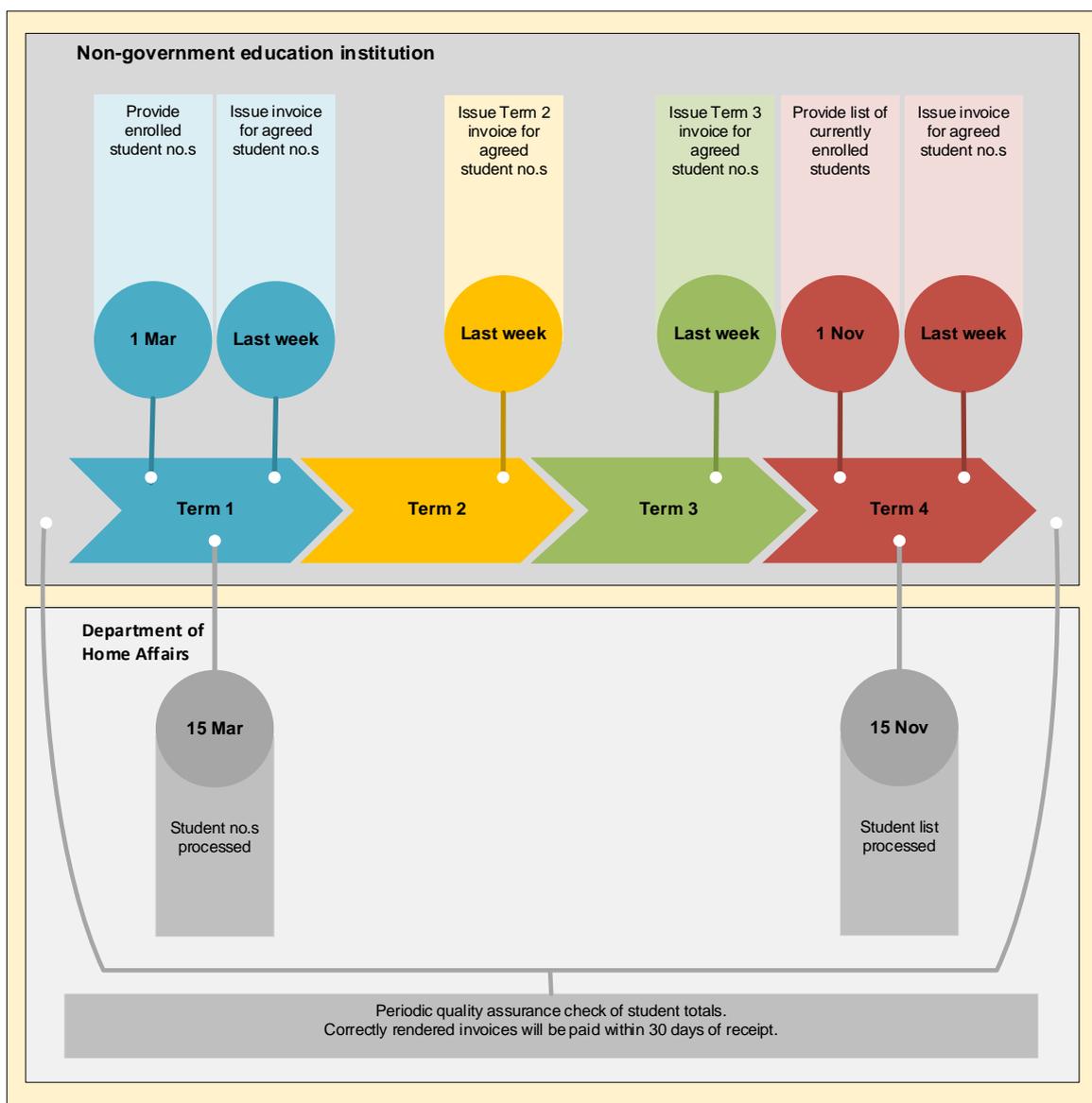
This document outlines the process for student claims made by non-government education institutions through the Onshore Education Program, administered by the Department of Home Affairs (Home Affairs).

Student claims process

The process for student claims is primarily intended to maintain efficient administration of Onshore Education Program, whilst also preserving assurance of student figures and eligibility, when required.

An overview of the process can be found in Figure 1 below.

Figure 1: Student claims process overview



Eligible students

Eligible students are children of school age, as outlined in the arrangement, who are enrolled in non-government education institutions.

Eligible student rate

The rate per year per student is outlined in the arrangement. This rate is divided by four (number of terms), to determine the eligible student rate per term (see Figure 2).

Figure 2: Eligible student rate per term



Timing for student claims

Non-government education institutions are required to provide information to Home Affairs at the following times:

1. **1 March (or the next business day):** The total number of Term 1 enrolled eligible students.
2. **1 November (or the next business day):** A list of Term 4 currently enrolled eligible students.
3. **Upon request by Home Affairs:** Eligible student numbers or a student list will need to be provided. The non-government education institutions should provide this information within two weeks of the request.
4. **Where a student is no longer enrolled:** An email should immediately be sent to Home Affairs outlining that the student is no longer enrolled.

More information on submitting student figures and student lists can be found in the sections below.

Submitting total number of enrolled eligible students

When submitting the total number of enrolled eligible students (student figures), non-government education institutions must use the *Onshore Education Program – Eligible student number claims* form. All fields must be completed, including the 'Declaration' section.

The signed electronic copy of the completed form should be emailed to education@homeaffairs.gov.au.

Submitting a list of currently enrolled eligible students

When submitting a list of currently enrolled eligible students (student list), non-government education institutions must use the *Onshore Education Program – Student list* template. All tabs must be completed, including the 'Student claims summary' tab.

The completed electronic copy of the student list should be emailed to education@homeaffairs.gov.au.

Home Affairs information requests

Home Affairs may undertake quality assurance checks throughout the calendar year. If this occurs, Home Affairs will contact the non-government education institution for information. The information requested will be in the form of:

- Total number of currently enrolled students, and/or
- List of currently enrolled students.

It is expected that the non-government education institution will provide this information within two weeks of the request.

Home Affairs will advise of any amendment to funding as a result of an information request.

Where a student is no longer enrolled

There are some cases where a student will cease their enrolment. If this occurs, the non-government education institution should immediately notify Home Affairs, including the date of effect, by sending an email to education@homeaffairs.gov.au.

Invoicing and payments

Funding for eligible student claims is calculated by multiplying the eligible student rate and the confirmed student claims.

The below table outlines which figures to use for eligible student claims.

Term	Invoicing
Term 1	<p>It is expected that, in most cases, funding be based on the student claims submitted by the non-government education institution on 1 March.</p> <p>If an information request for a student list occurs in Term 1, non-government education institutions should postpone submitting invoices until notified by Home Affairs. This is in case the information request results in an amendment to funding. Home Affairs will confirm whether an amendment to funding is required.</p> <p>Note that an information request may not result in a change to funding.</p>
Term 2	<p>Funding is based on the Term 1 amount, unless an information request during this period results in an amendment to funding.</p>
Term 3	<p>If an information request is received during this period, non-government education institutions should postpone submitting invoices until notified by Home Affairs. This is in case the information request results in an amendment to funding. Home Affairs will confirm whether an amendment to funding is required.</p> <p>Note that an information request may not result in a change to funding.</p>
Term 4	<p>Funding is based on the 1 November student list for this term, which will involve Home Affairs confirming student figures.</p>

Timing

Non-government education institutions should issue invoices to Home Affairs in the last week of term for eligible students. If an information request has been received, non-government education institutions should postpone submitting invoices until notified by Home Affairs.

Home Affairs will pay correctly rendered invoices within 30 days of receipt.

Invoicing

Invoices should clearly display the number of eligible students that were claimed under the eligible student rate.

Invoices can only be paid if they are correctly rendered and addressed to:

The Department of Home Affairs, ABN 33380054835

Please ensure that electronic copies of all invoices are sent to education@homeaffairs.gov.au.

Recordkeeping

Non-government education institutions are expected to maintain relevant records for auditing purposes and to participate in Home Affairs information requests.