

## COMPLIANCE WITH THE *EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS) ACT*



THE UNIVERSITY  
OF ADELAIDE  
AUSTRALIA

### CHECKLIST FOR PREPARING MARKETING MATERIAL

The *ESOS Act* and its National Code prescribe information that must be provided to applicants before they are made an offer to a program, and before any fees are accepted from the applicant.

#### GENERAL STANDARDS

All marketing must:

- be prepared and delivered with integrity and accuracy
- be accurate, clear and unambiguous
- be delivered in a prompt, courteous and culturally sensitive manner
- not give false or misleading information or advice in relation to;
  - claims of association between providers
  - the employment outcomes associated with a program
  - automatic acceptance into another program
  - possible migration outcomes
- must include the line: **CRICOS Provider Number 00123M** in a prominent place, such as the application form, front inside cover, or homepage

#### REQUIRED INFORMATION

A basic principle of all marketing is that students must be able to make an informed decision about studying at the University. The minimum level of information to be provided includes:

- the requirements for acceptance into a program, including the minimum level of English language proficiency, educational qualifications or work experience required and whether credit may be applicable
- the program content and duration, qualification offered if applicable, modes of study and assessment methods
- campus locations and a general description of facilities, equipment, and learning and library resources available to students
- details of any arrangements with another registered provider, person or business to provide the program or part of the program
- indicative program-related fees including advice on the potential for fees to change during the student's program and applicable refund policies
- grounds on which the student's enrolment may be deferred, suspended or cancelled
- a description of the ESOS framework made available electronically by DEST
- relevant information on living in Australia, including;
  - indicative costs of living
  - accommodation options, and
  - where relevant, schooling obligations and options for school-aged dependants of intending students, including that school fees may be incurred