

## 2016-02 EDU.AU REGISTRATION POLICY

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Status	Current

Background	This policy outlines the rules relating to domain name registration in the edu.au second level domain (2LD), including domain name eligibility and allocation.
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### 1 EDU.AU DOMAIN NAME ELIGIBILITY AND ALLOCATION

- 1.1 To obtain an edu.au second level domain (2LD) the applicant must:
- be an entity that operates in Australia;
  - meet the eligibility criteria contained in Schedule 1; and
  - meet the domain name allocation criteria contained in Schedule 2 for the domain name for which they have applied.

### 2 APPLICATION FOR REGISTRATION

#### 2.1 Applications

- 2.1.1 An applicant for an edu.au domain name is required to electronically complete a Registration Form through [www.domainname.edu.au](http://www.domainname.edu.au).
- 2.1.2 By completing the Registration Form, the applicant agrees to enter into a Registration Agreement with the edu.au Registrar (“the Registrar”) according to the terms and conditions contained in *edu.au Mandatory Terms and Conditions Policy*.
- 2.1.3 The Registrar then:
- acknowledges receipt of application for registration;
  - checks whether the:
    - applicant is eligible for registration according to the eligibility criteria in Schedule 1;
    - applicant’s proposed domain name complies with Schedule 2;
  - makes a decision on whether to approve the application; and
  - advises the applicant of the decision.
- 2.1.4 If a domain name is already licensed, or if an application is pending for that name, no further applications will be accepted for that name until the licence for that domain name is either terminated or the pending application is not approved.

- 2.1.5 If the application is approved, the Registrar must enter the details of the approved application on the edu.au Registry database.
- 2.1.6 If an application is not approved, the applicant must be provided with reason(s) for the decision and information on the complaint and/or dispute process, as appropriate.
- 2.1.7 If an application is not approved (or a domain name removed), the domain name is made available to new applicants.

## 2.2 Domain Name Licence Issue

- 2.2.1 The Registrar must register edu.au domain names in accordance with edu.au Published Policies and relevant auDA Published Policies.
- 2.2.2 There is no hierarchy of rights in the edu.au domain space. The use of a trademark or business name does not imply authority to the use of a domain name. Domain name licences are allocated on a 'first come, first served' basis. Provided the relevant eligibility rules and allocation rules are satisfied, the first registrant to apply for a particular domain name may be granted a licence for it. It is not possible to pre-register or otherwise reserve an edu.au domain name.
- 2.2.3 Licences are granted for a period of two years.
- 2.2.4 Domain name licences are issued subject to the terms and conditions set out in the *edu.au Mandatory Terms and Conditions Policy* and the Registration Agreement between the registrant and the Registrar.
- 2.2.5 There is no restriction on the number of domain name licences that may be held by a registrant.

## 2.3 Domain Name Licence Renewal

- 2.3.1 A registrant may apply for the renewal of the domain name licence.
- 2.3.2 Registrants must receive notification and request for payment in accordance with the schedule for payments and non-payments outlined in Table 1.

Table 1: Schedule for payments and non-payments of licence fees

Period	Schedule
<b>Renewal Notification (88 days)</b>	Registrants must be notified of Expiry Due date for the domain name licence, and presented with the option to renew the licence.
<b>First Reminder (30 days)</b>	Thirty days prior to the Expiry Date a reminder notice is sent.
<b>Second Reminder (5 days)</b>	Five days prior to the Expiry Date a reminder notice is sent.
<b>Expired Notification</b>	At expiry a notice is sent advising that the domain name is now in a state of suspension – any services attached to the domain name must cease to function from this point until a renewal has been processed.

Period	Schedule
<b>Renewal Grace Period (60 days)</b>	At the end of this period the domain name must be deleted from the registry database and will become available for other entities to request and licence.

## 2.4 Domain Name Licence Fees<sup>1</sup>

2.4.1 The Registrar may charge the registrant a fee for:

- a) the issue of a domain name licence; and
- b) the renewal of a domain name licence.

## 2.5 Synchronised Expiry Dates

2.5.1 In order to synchronise the expiry dates of domain name licences held by a registrant, the Registrar may agree to a request from a registrant for a registration period of less than two years for a domain name licence(s).

## 2.6 No Sale of Domain Name Licenses

- 2.6.1 The granting of a domain name licence does not give the registrant a proprietary right in the domain name. The registrant therefore cannot legally sell, rent, lease or grant a security interest in their edu.au domain name, as outlined in the *edu.au Mandatory Terms and Conditions Policy*.
- 2.6.2 The licence to use an edu.au domain name can only be transferred to another party in the circumstances set out in the *edu.au Transfers (Change of Registrant) Policy*.

## 2.7 Licence Termination

2.7.1 The Registrar may terminate a registrant's domain name licence in the circumstances outlined in Section 11 of the *edu.au Mandatory Terms and Conditions Policy*.

## 3 CORRECTION TO REGISTRANT DETAILS

3.1 At the request of the registrant the Registrar may change registrant details as listed in the registry database in order to make a correction. A correction does not involve a transfer of domain name licence and does not result in a new two year domain name licence being issued.

3.2 For the purposes of Section 3.1, the Registrar may process a correction in the following circumstances:

- a) where the Registrar or the registrant submitted incorrect data at the time of registration (eg. to correct a misspelling of the registrant's name);

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<sup>1</sup> Domain Name Licence fees are set under the *edu.au Pricing Policy*

- b) where the domain name was incorrectly registered to the wrong party (eg. the domain name was registered in the name of a company employee instead of the name of the company, or the domain name was registered to the wrong entity within a group of related entities);
- c) where the domain name was incorrectly registered in the name of the agent who arranged the registration;
- d) in the case of a government entity, where a machinery of government changes results in the renaming of the entity, or the transfer of the entity's functions to another government entity;
- e) where the registrant details of the registrant entity have changed; and
- f) where otherwise authorised by eDAC.

## Schedule 1 – edu.au Domain Eligibility

### SCHEDULE 1 - EDU.AU DOMAIN ELIGIBILITY

This Schedule details the types of entities which can be considered eligible as registrants in the .edu.au domain space, together with the criteria which will assist the Registrar in determining whether they are recognised Australian education and training entities.

- 1.1 Eligible entities fall into two categories:
    - a) entities for which there is an appropriate government accreditation/registration authority – see Table 2 of this schedule for the eligibility criteria; and
    - b) entities for which there is no appropriate government accreditation/registration authority – see Table 3 of this schedule for the eligibility criteria.
  - 1.2 Under this Schedule:
    - a) If an applicant is eligible under Category 1.1(a) they must apply under the relevant subcategory in Table 2 of this schedule. Otherwise, an applicant must apply under the relevant subcategory of Table 3 of this schedule.
    - b) For applications made under Category 1.1(b) the Registrar may:
      - i. Request the applicant to provide evidence that it fits within the nominated subcategory in Table 3; and
      - ii. If the evidence provided does not satisfy the Registrar that the applicant fits within the nominated subcategory, request the applicant to re-apply under another subcategory of Table 3.
    - c) An individual applying under Category 1.1 (b) may only apply under the subcategories 'non-accredited training provider', and 'entities not otherwise listed'.
    - d) An individual applying under Category 1.1 (b) must provide the Registrar with:
      - i. An Australian Business Number (ABN);
      - ii. A registered business name;
      - iii. An Australian trade mark registration; or
      - iv. Equivalent evidence of operating a business in Australia.
  - 1.3 The standard warranty requirements referred to in Table 2 and Table 3 of this schedule are detailed in Table 4 of this schedule.
    - i. The standard warranties must be submitted in the form provided by the Registrar.
    - ii. The Registrar may contact the applicant's second referee to confirm that the applicant's primary function is the provision in Australia of education or training; education and training research; and/or education and training related services.
  - 1.4 A partnership cannot hold a domain name registration. An applicant who is a member of a partnership may apply for domain name registration on behalf of a partnership.
  - 1.5 Entities that provide general services (e.g. sale of books, supplies, software services, student referral services, student financial and administration services etc.) to the Australian education and training sector are not considered eligible entities.
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## Schedule 1 – edu.au Domain Eligibility

Table 2: Government accredited/registered education and training entities

Type of Entity	Eligibility Criteria
School or Pre-School	<p><b>Government and Non-Government Schools</b></p> <p>A school or pre-school must be registered or otherwise recognised by the relevant State/Territory Department of Education, or a State/Territory registration authority.</p> <p>The Registrar must publish a list of relevant State/Territory departments of education and accreditation authorities.</p> <p>In cases where a school or pre-school is in the process of being established and does not have formal accreditation/registration, it is eligible to obtain a domain name if it provides a warranty (in the form provided by the Registrar) from the relevant government department/ / registration body that:</p> <ul style="list-style-type: none"> <li>• the school or pre-school is in the process of being established; and</li> <li>• that it has no reason to believe that the school will not achieve the required accreditation/registration.</li> </ul>
Training organisation	<p>Entities must be registered as a Registered Training Organisation (RTO) with the relevant registration authority.</p> <p>The Registrar must publish a list of relevant registration authorities.</p> <p>Note: RTO details are available through the National Register of VET (<a href="http://www.training.gov.au">www.training.gov.au</a>).</p>
Higher education institution	<p>Higher education institutions must be:</p> <ul style="list-style-type: none"> <li>• established under a Commonwealth, State or Territory Act, or</li> <li>• approved to provide higher education by the Tertiary Education Quality and Standards Agency (or other relevant Commonwealth, State or Territory Accreditation Agency).</li> </ul> <p>Note: Relevant accreditation agencies can be found on the Tertiary Education Quality and Standards Agency's website at <a href="http://www.teqsa.gov.au/">http://www.teqsa.gov.au/</a>.</p>
Education and care services (child care)	<p>Education and care services (child care) must be approved by the relevant State or Territory authority. The Registrar must publish a list of relevant State and Territory authorities.</p>
Bodies serving overseas students	<p>Entities providing education and training services to overseas students in Australia must be registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)<sup>2</sup>.</p>

<sup>2</sup> English Language Intensive Courses for Overseas Students (ELICOS) providers that are not registered on CRICOS may be eligible as schools or higher education providers or, if they deliver under 'entry arrangement' with a higher education provider under the category of entities not otherwise listed.

## Schedule 1 – edu.au Domain Eligibility

**Table 3: Other education and training entities not accredited/registered by government**

Type of Entity	Eligibility Criteria
Government bodies <sup>3</sup>	<p>Applicants must:</p> <ul style="list-style-type: none"> <li>• meet Standard Applicant Warranty requirements as outlined in Table 4.</li> <li>• nominate two referees: <ul style="list-style-type: none"> <li>- both referees must be capable of meeting the Standard Referee Warranty requirements contained in Table 4, however the applicant only has to submit a written warranty from one of the referees with their application.<sup>4</sup></li> </ul> </li> </ul>
Industry organisations / peak bodies	
Research organisation (e.g. Co-operative Research Centre)	
Parent and professional associations and organisations (e.g. of parents, teachers or other educational professionals)	
Entities delivering non-accredited training <sup>5</sup>	
Entities not otherwise listed <sup>6</sup>	

**Table 4: Standard warranty requirements for entities not accredited/registered by government**

Warranty By	Standard Warranty required
Applicant	<p><b>Individual Applicants</b></p> <p>Written warranty by the applicant that the applicant operates a business with the primary function of providing in Australia:</p> <ul style="list-style-type: none"> <li>• education;</li> <li>• training;</li> <li>• education and training research; and/or</li> <li>• education and training related services.</li> </ul> <p><b>Applications Made on Behalf of a Partnership</b></p> <p>Written warranty by the applicant that the applicant is applying on behalf of a partnership, of which the applicant is a member, that has the primary function of providing in Australia:</p> <ul style="list-style-type: none"> <li>• education;</li> </ul>

3 The subcategory of Government bodies is limited to Australian Commonwealth, State or Territory Government entities, Australian statutory bodies and companies that are wholly government owned.

4 Where the applicant is affiliated or has a contractual relationship with an accredited entity operating in the same sector for the delivery of education and training, one referee must be from the accredited entity.

5 This encompasses entities that are training organisations which are not Registered Training Organisations as defined in Schedule 1.

6 For the purposes of this policy, where a University Residential College provides accommodation primarily to students of a university and also provides students with education and/or training services, the University Residential College will be considered to be providing education and training related services under the category of entities not otherwise listed.

## Schedule 1 – edu.au Domain Eligibility

Warranty By	Standard Warranty required
	<ul style="list-style-type: none"><li>• training;</li><li>• education and training research; and/or</li><li>• education and training related services in Australia.</li></ul> <p><b>Other Applicants</b></p> <p>Written warranty by the applicant that its primary function is the provision in Australia of:</p> <ul style="list-style-type: none"><li>• education;</li><li>• training;</li><li>• education and training research; and/or</li><li>• education and training related services.</li></ul>
Referee	<p><b>Individual Applicants</b></p> <p>Written warranty by one of the applicant's referees that:</p> <ul style="list-style-type: none"><li>• they are an eligible entity under current edu.au policy and hold a current edu.au domain name licence;</li><li>• they are unrelated to the applicant's entity; and</li><li>• the applicant operates a business with the primary function of providing in Australia of education or training; education and training research; and/or education and training related services.</li></ul> <p><b>Applications Made on Behalf of a Partnership</b></p> <p>Written warranty by one of the applicant's referees that:</p> <ul style="list-style-type: none"><li>• they are an eligible entity under current edu.au policy and hold a current edu.au domain name licence;</li><li>• they are unrelated to the applicant's entity; and</li><li>• the applicant is a member of a partnership which has the primary function of providing in Australia education or training; education and training research; and/or education and training related services.</li></ul> <p><b>Other Applicants</b></p> <p>Written warranty by one of the applicant's referees that:</p> <ul style="list-style-type: none"><li>• they are an eligible entity under current edu.au policy and hold a current edu.au domain name licence;</li><li>• they are unrelated to the applicant's entity; and</li><li>• the applicant's primary function is the provision in Australia of education or training; education and training research; and/or education and training related services.</li></ul>



## SCHEDULE 2 - EDU.AU DOMAIN NAME ALLOCATION

This Schedule details the allocation rules applying to edu.au domain names that must be applied by the Registrar when issuing edu.au domain names.

### 1 Composition of a Domain Name

- 1.1 A edu.au domain name must:
- a) Be at least 2 characters long;
  - b) Contain only letters (a-z), numbers (0-9) and hyphens (-), or a combination of these;
  - c) Start and end with a number or a letter, not a hyphen;
  - d) not contain hyphens in the third and fourth position (e.g. ab--cd.edu.au); and
  - e) Not be on the Reserved List.
- 1.2 Domain names must refer either to the name of the eligible entity or to a project or program operated by that eligible entity:<sup>7</sup>
- a) Where a domain name refers to the name of the eligible entity, it must either<sup>8</sup>:
    - i. exactly match the eligible entity's name, or
    - ii. be substantially and closely connected to the eligible entity's name, or be an acronym or abbreviation of the eligible entity's name.
  - b) Where a domain name refers to a project or program operated by the eligible entity, there must be a semantic relationship between the name and the name of the project or program.
  - c) To the extent that many eligible entities include geographic reference in their domain names, Australian geographic names must not be excluded.

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<sup>7</sup> In the case of an application made on behalf of a partnership, the domain name must refer to the name of the partnership, or to a project or program operated by the partnership.

<sup>8</sup> When assessing whether an applicant meets the requirements of this subsection the Registrar can have regard to the applicant's registered legal name (company name, business name, trading names, registered trademarks etc.) and other relevant evidence of the entity name of the applicant.

## Schedule 2 – edu.au Domain Allocation

### 2 Reserved List

- 2.1 The Registrar must not register as a domain name any of the following:
- a) An exact replica of an existing .edu.au name;
  - b) Generic education and training words<sup>9</sup> (eg school; elearning; workskills; TAFE; business, science; training) or combinations of generic education and training words. This includes instances where:
    - i. generic education and training course names are proposed as the basis for a domain name; or
    - ii. types of education and training are proposed as the basis for a domain name;
  - c) Personal names, except that names which constitute the title of an educational institution are not regarded as 'personal names' in this context eg 'Edith Cowan University';
  - d) Names containing obscene or offensive language, or otherwise deemed by the Registrar as being likely to compromise the reputation of edu.au;
  - e) Names expressing a value judgment or political statement. For example, clevercountry.edu.au, or nofees.edu.au; or
  - f) Names which are included in auDA's [Reserved List Policy](#).
- 2.2 eDAC reserves the right to refuse to register a domain name that involves words that it deems would conflict with eDAC's obligations to auDA or otherwise compromise the reputation or effective operation of edu.au.
- 2.3 A registrant may be allocated a domain name that contains a word or phrase on the auDA [Reserved List Policy](#) provided they can demonstrate to eDAC that they are authorised to do so under the relevant Commonwealth legislation.

### 3 Level of Domain Name

- 3.1 State or Territory based eligible entities under Schedule 1 must be registered at the fourth level (i.e. anyone.childzone.edu.au).<sup>10</sup>
- 3.2 Universities must be registered at the third level (i.e. anyone.edu.au).
- 3.3 Entities that are eligible registered training organisations under Schedule 1 and which deliver education and training services in more than one State or Territory must be registered at the third level if they request it. If they do not specifically request it, they must

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9 Examples of the types of words (or combinations of words) that would generally be considered generic education and training words' are specific course names (e.g. Certificate III in Hairdressing), references to course names or types of training (e.g. OHS Training), references to education and training staff (e.g. Teacher), references to education or training faculties (e.g. History Department), etc.

This interpretation of edu.au policy supports the reputation and effective operation of the edu.au domain as a fair and equitable service for the education and training sector. It does this by preventing entities from gaining an unreasonable advantage over other education and training entities which may offer the same or similar services.

Proposed domain names may be approved if they comprise generic words or combinations of generic words in combination with non-generic words. For example, "sciencetraining.edu.au" would not be approved due to its generic nature. However, "Smithssciencestraining" could be considered for approval (subject to the other eligibility requirements for domain names).

10 'Child zone' is a third level designator that indicates the State, Territory or educational sector in which the entity that has licensed the domain name operates.

## Schedule 2 – edu.au Domain Allocation

be registered at the fourth level. International delivery of education services by a State or Territory based entity does not, of itself, qualify as a national interest or responsibility.

- 3.4 Entities that are not covered by Section 3.2 or 3.3 of this Schedule but which are eligible entities under Schedule 1 that have national interests and responsibilities must be registered at the third level if they request it (i.e. anyone.edu.au).
- 3.5 When applying for a domain name for a program or project an entity that is entitled to a third level domain name under this policy may choose to be granted a fourth level domain name.
- 3.6 An entity that is not otherwise entitled to a third level domain name under this policy must be granted a third level domain name if the program or project if it has national interests and responsibilities.
- 3.7 Eligible entities seeking a third level domain name under Section 3.4 or Section 3.6 of this Schedule must nominate two referees that:
- are eligible entities under current edu.au policy;
  - Hold a current edu.au domain name licence;
  - Are unrelated to the applicant’s entity;
  - Provide the written warranties (in the form provided by the Registrar) outlined in Table 5.

Table 5: Standard warranty requirements for entities seeking a third level domain name

Warranty By	Warranty required
Applicant <sup>11</sup>	<p><b>Applicant Warranty</b></p> <p>The applicant must provide a written warranty that it has national interests and responsibilities.</p> <p>In the case of a project or program, the applicant must provide a written warranty that the project or program has national interests and responsibilities.</p>
Referee	<p><b>Referee Warranty</b></p> <p>The applicant must provide a written warranty from one of its referees that:</p> <ul style="list-style-type: none"> <li>they are an eligible entity under current edu.au policy and hold a current edu.au domain name licence;</li> <li>they are unrelated to the applicant’s entity; and</li> <li>the applicant has national interests and responsibilities/the applicant’s project or program has national interests and responsibilities.</li> </ul>

- 3.8 The registration of fifth level domain names, or higher, is prohibited<sup>12</sup>.

11 Applicants include individual applicants, applicants applying on behalf of the partnership, and all other applicants.

12 The exceptions to this are that it was agreed in November 2007 to ‘grandfather’ certain education systems that produced domain names containing more than four levels (e.g. .schools.nsw.edu.au). Specifically it was agreed that ‘currently issued names in these domains will continue to exist and the relevant systems will retain the ability to issue new names and modify existing names’.

## **Schedule 2 – edu.au Domain Allocation**

### **4 Projects or programs**

- 4.1 An entity which is applying to register a domain name that refers to a project or program must warrant (in the form provided by the Registrar) that it is the owner or principal administrator of that project or program.