

INSTITUTE OF HEALTH & MANAGEMENT (IHM)

In order to assist the **Institute of Health & Management (IHM)** in the selection of agents to represent us, please complete this form as comprehensively as possible and return it to IHM. Completion of this application will not make you an agent of IHM but will enable IHM to consider appointing you as such. It is recommended that the agent should go through the “Education Agents Manual” before signing the Agreement.

Company Background

Registered Company Name:			
Legal Company Name:			
Official Website:			
Head Office Address:			
Phone:		Email:	
ABN (Australia):		ACN (Australia):	
Registration Number (Offshore): (if not an Australian business)			

A copy of the company registration certificate and company profile must be attached.

Details of Registered Owner

Given Name(s):		Surname:	
Phone / Mobile:		Email:	

Branch Office Details

Please add separate sheets if more branches are available.

Branch Office 1

Contact Name:		Position:	
Address:			
Phone:		Email:	

Branch Office 2

Contact Name:		Position:	
Address:			
Phone:		Email:	

Business Details

Description of core business:

Number of years in existence:	

Number of students referred to Australian educational institutes over the past 3 years, and countries your business has recruited students from:

Existing staff – Head Office:	Branch Offices (if applicable):

Please list any other Institute / University / Educational institute you are currently representing in Australia or other countries:

Please use separate sheets if necessary.

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Are you a member of any professional associations and networks that promote and support best practice in the recruitment of international students? If so, list below:

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Education Agent Training

Have you completed The Education Agents Training Course (EATC)?	☐ Yes ☐ No
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The Australian Government recommends that you consider successful completion of the online EATC as a requirement for any education agents who want to represent IHM. (<http://eatc.onlinetrainingnow.com/courses/education-agent-training-course>)

Are you in the ACPET Preferred Agent List?	☐ Yes ☐ No
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Are you a MARA (Migration Agents Registration Authority)?	☐ Yes ☐ No
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If Yes, MARA Number:	
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Please list all staff who have completed the Education Agent Training Course. Please use separate sheets if necessary.

Name:		Position:	
Date qualification awarded:		QEAC Number:	

Name:		Position:	
Date qualification awarded:		QEAC Number:	

Understanding of and Complying with ESOS Requirements

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)?	☐ Yes ☐ No
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What do you think are the main responsibilities of Agents under the National Code?

How will you comply with these obligations?

Description of Potential Market

From which geographical area will your potential market come? List markets:

Please describe any strengths you have in these regions to justify your choice. You MUST include Marketing Strategies.

Please outline any support services you can offer to students wishing to avail themselves of your services.

What is the most suitable time of the year for an IHM staff member or their representative to conduct a marketing visit to your region and/or an office visit in order to assist you in the recruitment of students?

Australian Education Provider Referees

List the names of three Australian Education Providers referees (not related to you) who can verify your track record and your company's financial standing. Please provide information in CAPITAL LETTERS only.

Note: This section is mandatory in order to proceed with your application.

Referee 1

Institution Name:		Contact Name and Position:	
Phone:		E-mail:	

Referee 2

Institution Name:		Contact Name and Position:	
Phone:		E-mail:	

Agent Declaration

I confirm that I have a clear understanding of the Australian visa conditions by the Department of Home Affairs (http://www.homeaffairs.gov.au).	☐ Yes ☐ No
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Have you read the IHM international student handbook available on our website: http://www.ihm.edu.au?	☐ Yes ☐ No
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full-time?	☐ Yes ☐ No
Do you understand that you must not make any representations or offer any guarantees about achieving residential status in Australia, but that you can refer students to the Department of Home Affairs website?	☐ Yes ☐ No
Are you prepared to comply with all requirements of IHM about advertising and course materials, application procedures and providing accurate information to students?	☐ Yes ☐ No
Are you prepared only to use material supplied by IHM to describe its courses and to monitor the IHM website to ensure that it is current?	☐ Yes ☐ No
Do you understand that you cannot commit IHM to accept any prospective students into any course at the Institute?	☐ Yes ☐ No
Are you able to arrange booking for the IELTS, TOEFL or equivalent tests in accordance with the Australian student visa regulations if required?	☐ Yes ☐ No

Agent Contact Name:		Position:	
Date:		Signature:	

Please attach separate sheets to provide any other information you consider to be of importance to this application.