

Read this application carefully. Complete all sections and ensure that supporting documents are attached. Write in **BLOCK LETTERS** using a blue or black pen. Tick where applicable.

| | | | |
|--|--|---|---|
| <input type="checkbox"/> I have read and understood the Course Brochure/Handbook | | | |
| 1. Personal Details (As shown on your passport) | | | |
| Title | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr | Other (please specify) | |
| Family Name | | | |
| Given Name | | | |
| Date of Birth (DD/MM/YYYY) | | Gender | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/intersex/unspecified |
| Students Current Address (if student in Australia) | | | |
| Number and Street | | | |
| Suburb/ Town / City | | | |
| State | Country | Post Code/ZIP | |
| Telephone | | Mobile | |
| Email Address | | | |
| Student's Current Personal Address (in home country) | | | |
| Home Address | | | |
| Town / City | | | |
| Country | State | Post Code/ZIP | |
| Telephone | | Mobile | |
| Email | | | |
| *On commencement of Training you will be required to use email to receive correspondence from IHM and to use our Online learning portal to access the resources and submit your assessments. Therefore, it is necessary to provide an email address. | | | |
| Residency Information and Cultural Diversity | | | |
| Country of Birth | | Passport Number | Nationality |
| Do you hold a current Australian visa? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Visa expiry date | | |
| If yes, please provide code and category of visa | | | |
| Are you of Aboriginal or Torres Strait Islander Origin | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander | |



| 2. Next of Kin (Please provide details of person who we can contact in case of an emergency) | | | | |
|--|--|--|---|---------------------------------|
| Name | | | | |
| Relationship | | Phone No (with country) | | |
| Email ID | | | | |
| 3. Agent Details (If engaging with an authorized recruiting agency) | | | | |
| Name of Agency | | | | |
| Please stamp here (including mailing address) | | | | |
| What country is the applicant in when completing this form? | | | | |
| Councillor's Name | | | | |
| Email Address | | | | |
| Where should we send notification of your application: | <input type="checkbox"/> Agent | <input type="checkbox"/> Student and Agent | | |
| Declaration by agent: <input type="checkbox"/> I have assessed the applicant as a Genuine Temporary Entrant and a Genuine Student as defined by the Australian Department of Immigration and Border Protection (DIBP). <input type="checkbox"/> The applicant is genuine in making this application and has every intention of completing all programs listed in the application. <input type="checkbox"/> I have made every effort to verify the authenticity and validity of the documents which form part of this application. | | | | |
| 4. Program Details | | | | |
| Course Name & CRICOS Code | Start Date | Students applying must attach certified transcripts of previous qualifications. Please note that IHM Management reserves the right to alter any student's timetable as per IHM's requirements. | | |
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| | | | | |
| Preferred Location | <input type="checkbox"/> Wentworth, Sydney | <input type="checkbox"/> St George Terrace, Perth | <input type="checkbox"/> Queens Street, Melbourne | <input type="checkbox"/> Online |



5. Previous Qualifications Achieved

(Including Bridging Preparatory Studies, English Language Programs, Tertiary Studies, Certificate/Advanced Certificate/Trade/Traineeship or other studies, or Post-Secondary Qualifications). (Please begin with the latest qualification)

| Name of Program/ Qualification | Start Date (MM/YY) | Completion Date (MM/YY) | Institution | Country | Language of Instruction |
|-----------------------------------|-----------------------|----------------------------|-------------|---------|----------------------------|
| | | | | | |
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6. Employment Experience (If applicable)

Please only supply this information if it is a prerequisite for your program in which case you must attach your Curriculum Vitae (CV)/Resume with letters of reference or other documentary evidence of your work experience. (Please begin with the latest experience)

| Name of Employer | Occupation Title | Full-time or Part-time | Start Date | Finish Date |
|------------------|------------------|---------------------------|------------|-------------|
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7. English Language Proficiency

Is English your first language? Yes No

If No, what is your first language?

Did you complete tertiary studies in an English-speaking country? Yes No

Do you hold a certificate of English proficiency (e.g. Academic IELTS, TOEFL)? Yes No

Have you taken OR will you be taking an English Test? Yes No



Name of test (If Completed) Overall Score Listening Reading
 Writing Speaking

If any of these boxes are ticked, you must attach certified documentary evidence as outlined by searching 'English Requirements' on the Institute of Health and Management website www.ihm.edu.au

8. Australian Study

Have you previously studied in Australia? Yes No If Yes (please specify)

Please state your overseas qualifications in the columns below: (Please specify the most current qualification first)

| Name of Program/Qualification | Start Date (MM/YY) | Completion Date (MM/YY) | Institution | Language of Instruction |
|-------------------------------|--------------------|-------------------------|-------------|-------------------------|
| | | | | |
| | | | | |

Are you currently studying in Australia? Yes No
 If yes, please indicate name of institution
 Name of program
 Do you intend to complete? Yes No
 Are you applying for Credit and recognition of prior learning Yes No

9. Disability

Do you consider yourself to have a disability, impairment or long-term condition?

If yes, then please indicate the areas of disability, impairment or long-term condition and clarify accordingly: (Please select all that apply)

- Hearing/Deaf Learning Vision Physical Mental Illness
 Medical Condition Intellectual Acquired Brain Impairment Other

Would you like to receive advice on support services, equipment and facilities which may assist you? Yes No

Terms and Conditions of Enrolment

As a condition of enrolment, the student agrees to abide by all IHM policies referred to below for the duration of their enrolment and to disclose any medical or health conditions that may affect studies or student welfare. To view all our policies, please visit <https://www.ihm.edu.au/domestic-policy/>

These could include:

1. Student Complaints and Appeal Policy and Procedure - <https://www.ihm.edu.au/policy/?id=13>
2. Attendance Policy and procedures for On Campus Students/ Attendance Policy and procedures for students undertaking fully Online units of study - <https://www.ihm.edu.au/policy/?id=5>
3. Student Misconduct Policy and Procedure - <https://www.ihm.edu.au/policy/?id=54>

Privacy Statement

IHM will only use personal information collected for the purpose for which it was provided. This personal information will be kept confidential. IHM will take reasonable steps to protect all personal information from misuse and loss due to unauthorised access, alteration or disclosure. Under the Freedom of Information Act 1982, you are able to access your student information and documents by placing a request in writing and providing adequate identification. You must allow 48 hours for access to be provided. IHM will also take reasonable steps to destroy or re-identify personal information if it is no longer needed. Upon signing this application form, you acknowledge and give consent for IHM to provide your information to a Government or legislative body, as required under law. In these circumstances, the minimum amount of information required or requested will be disclosed.

You consent to IHM providing your personal information to the Australian Government, designated authorities and the Tuition Assurance Scheme's Manager. This information may include personal and contact details, course enrolment details and changes.

Fee Refund Policy and Procedure Please refer the policy - <https://www.ihm.edu.au/policy?id=35>

1. If the student withdraws after the Study Period has commenced, there will be no refund of fees. Further, the student will have to pay any unpaid fees for that study period to IHM.
2. At the time of enrolment any Credit /Recognition of Prior Learning (RPL) will be discussed & granted after the student provides sufficient evidence. If the credit allows shortening of the duration of the course, pro-rata fees will be calculated and offered to the student. Once the student accepts the offer, there will be no further reduction of the fee.
3. In cases of the Institute's default, full refund of unused portion of Tuition Fee is applicable. IHM will be considered in default in relation to an overseas student or prospective overseas student, if either of the following occurs:
 - IHM fails to start to provide the course to the student on the agreed starting day;
 - The course ceases to be provided to the student at any time after it starts but before it is completed; and the student has not withdrawn before the default day;
 - In case of onshore transfer of provider, it is the student's responsibility to obtain Department of Immigration and Border Protection (DIBP) approval and visa extension;

Admission Requirements

IHM outlines strict entry requirements and guidelines for all its programs. All such details including English language requirements are listed in the IHM brochure or website under the section entitled 'Admission Requirements'. To apply for IHM programs you must comply with these entry requirements at the time of application and enrolment.

Disclaimer

IHM undertakes many recreational as well as activities of academic value to its students. You permit IHM to take pictures/videos of such activities and use them for IHM’s promotional purposes. These pictures and videos or any such material created involving you remains the property of IHM and IHM does not owe any monetary benefits for any promotional material that has been created.

Please tick here if you do not consent to use your image.

By Signing the IHM Application Form You Understand and Agree to the Following

- a. You have read and accept IHM’s Terms and Conditions of Enrolment, and Student Handbook.
- b. You have read the Student Support Services Policy and Procedure, Student Fees, Charges and Refunds Policy and Procedure. To view all our Policies and procedures; please visit:
<https://www.ihm.edu.au/domestic-policy/>
- c. I am aware of all course details, duration, mode of delivery and fees for the course I am enrolling in.
- d. You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.
- e. You will abide by the rules and regulations of IHM.
- f. The information provided within all application documentation and the accompanying documentation is true and correct.
- g. IHM is obliged by law to keep confidential student records on file for administrative purposes only.
- h. IHM has permission to forward any relevant information regarding academic results, attendance and course progress at the Institute to parents/ guardians/representing agents and employers/Human Resource departments in which industry training may be arranged.
- i. If you instruct an agent to complete this application on your behalf, you do so on the understanding that the agent is acting for you. However, this does not negate your responsibility to abide by IHM’s terms and conditions as such it remains your responsibility to read and understand the Terms and Conditions of enrolment and sign the application form.

| | |
|--|------|
| <input type="checkbox"/> I agree with the terms and conditions stated above | |
| Applicant’s Signature (same as your passport) | Name |
| | Date |
| 10. Application Checklist | |
| <input type="checkbox"/> Completed all sections of the application form <input type="checkbox"/> Read and understood the terms & conditions <input type="checkbox"/> Read and understood the Student Handbook <input type="checkbox"/> Signed the application form <input type="checkbox"/> Attached certified copies of your academic qualifications <input type="checkbox"/> Attached evidence of English language proficiency <input type="checkbox"/> Attached copy of valid passport <input type="checkbox"/> Attached copies of current visa (if available) | |