

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					
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					

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 authorised 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 and must be over 18 years of age at the time of course commencement. Please note that IHM Management reserves the right to alter any student's timetable as per IHM's requirements.	
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					
<i>(Including Bridging Preparatory Studies, English Language Programs, Tertiary Studies, Certificate / Advanced Certificate / Trade / Traineeship or other studies, or Post-Secondary Qualifications). (start with the latest qualification)</i>					
Name of Program/ Qualification	Start Date (MM/YY)	Completion Date (MM/YY)	Institution	Country	Language of Instruction
6. Employment Experience (If applicable)					
<i>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.</i>					
Name of Employer	Occupation Title	Full-time or Part-time	Start Date	Finish Date	
7. English Language Proficiency					
Is English your first language?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If No, what is your first language?			<input style="width: 100%;" type="text"/>		
Did you complete tertiary studies in an English-speaking country?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you hold a certificate of English proficiency (e.g. Academic IELTS, TOEFL)?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you taken OR will you be taking an English Test?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Name of test (If Completed)	<input type="text"/>	<input type="checkbox"/>	Overall Score	<input type="checkbox"/>	Listening	<input type="checkbox"/>	Reading
		<input type="checkbox"/>	Writing	<input type="checkbox"/>	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 the program

Do you intend to complete? Yes No

Are you applying for Credit and recognition of prior learning Yes No

9. Student Support Services

Do you require Overseas Student Health Cover? Yes No

If Yes, Please Specify Single Dual Family Multi Family Duration

Airport Pick-up: Do you require airport pick-up? Yes No

Accommodation: Do you require assistance with accommodation? Yes No

Living costs (Please read the International Students Handbook to get an understanding of living costs in Australia.)

Do you understand the costs associated with studying in Australia (including costs of tuition, living expenses, OSHC, return airfares, etc.)? Yes No

How are you funding your study and living costs? (choose more than one if applicable):

Self-funded sponsored by government / organisation / company

Family-funded bank loan (please provide proof with this application of employment and income, bank statements and loan letters)

Other (please specify):

10. 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)

- | | | | | |
|--|---------------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Learning | <input type="checkbox"/> Vision | <input type="checkbox"/> Physical | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Acquired Brain Impairment | <input type="checkbox"/> 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/international-policy/>

These could include:

1. Overseas Student Complaints and Appeals Policy and Procedure - <https://www.ihm.edu.au/policy/?id=14>
2. Overseas Student Progression Policy and Procedure - <https://www.ihm.edu.au/policy/?id=57>
3. Student Misconduct Policy and Procedure - <https://www.ihm.edu.au/policy/?id=54>
4. Transfer Request Assessment Policy and Procedure for Overseas Students - <https://www.ihm.edu.au/policy/?id=11>

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=39>

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 before the request for release letter is considered.

2. If a student's visa is cancelled due to their breach of international student visa conditions or IHM Policies and Procedures after the commencement of course or Student Misbehaviour. There will be no refund of the current study period's fees. Maintaining the conditions of the visa grant and following IHM's policies and procedures as agreed is the student's responsibility. Students are also liable to pay the balance of fee payable to IHM by student.
3. 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.
4. 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 Boarder 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.

Rights and Responsibilities

By attending IHM, you acknowledge that the Institute is committed to protecting an individual's right to privacy in accordance with the Privacy Act 2001. Your information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code 2018. This agreement and the availability of the complaints and appeals processes does not remove your right to take action under Australia's Consumer Protection Laws.

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 International Student Handbook.
- b. You have read the Overseas Student Support Services Policy and Procedure, Overseas Student Fees, Charges and Refunds Policy and Procedure. To view all our Policies and procedures; please visit: <https://www.ihm.edu.au/international-policy/>
- c. You have the financial capacity to meet tuition fee commitments and agree to pay all fees as they are due.

- d. You will abide by the rules and regulations of IHM.
- e. The information provided within all application documentation and the accompanying documentation is true and correct.
- f. IHM is obliged by law to keep confidential student records on file for administrative purposes only.
- g. 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.
- h. 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.
- i. Information provided may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and National Code 2018. This information includes contact and personal details, course enrolment details and changes to the circumstances of any suspected breach by the student of student visa conditions.

I agree with the terms and conditions stated above

Applicant's
Signature
(same as your
passport)

Name

Date

11. Application Checklist

- Completed all sections of the application form
- Read and understood the terms & conditions
- Read and understood the Student Handbook
- Signed the application form
- Attached certified copies of your academic qualifications
- Attached evidence of English language proficiency
- Attached copy of valid passport
- Attached copies of current visa (if available)
- Attached University application form (if applying for pathway studies)