

Agent Application Form

Please complete all sections of this form in English. Applications will only be considered when ALL questions are completed, and all supporting documentation is supplied.

1. Business Details

Company name (or legal entity; state name and whether this is a registered company, partnership or incorporated entity):	
Trading name (if different from above):	
Business registration number: If in Australia, provide Australian Business Number (ABN) or Australian Company Number (ACN).	
Place(s) of registration:	
Business address (include state/region and country):	
Company Director/Principal	
Position:	
Telephone:	
Website:	
Email:	
Skype:	

Invoicing address Attention (name and position):
Full postal address (including state/region and country):
Email address:

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Do you have additional offices/branches?

Yes ☐ No ☐ (if yes, please provide details below)

1	Office/Branch name:	
	Business address and contact:	
2	Office/Branch name:	
	Business address and contact:	
3	Office/Branch name:	
	Business address and contact:	
4	Office/Branch name:	
	Business address and contact:	

2. Business Background and History

How long have you been in business as an education agent? ____ years ____ months

Is your office involved in any other business activities other than student recruitment?

Yes ☐ No ☐ (if yes, please provide details)

Which Australian educational institutions do you currently represent?

3. General Information

How do you propose to promote Australian Health & Science Institute?

- ☐ Brochures
 ☐ Education Agent website
 ☐ Student seminars
 ☐ Internet
☐ Exhibitions
 ☐ Other (please specify)

Which three potential markets do you wish to recruit students for Australian Health & Science Institute?

1: _____ 2: _____ 3: _____

Which subject areas do you believe would be of interest to prospective students in your potential market?

What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

What services do you provide to students?

4. Compliance

Have any of your staff completed the Education Agents Training Course which is available on www.pieronline.org?

Yes ☐ No ☐

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018 as an Education Agent?

Yes ☐ No ☐

Please list the main responsibilities of Education Agents under the National Code 2018 and how will you comply with these obligations?

Do you regularly monitor the Department of Home Affairs website www.homeaffairs.gov.au and the Department of Education website www.education.gov.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 guarantees about achieving residential status in Australia, but that you can refer students to the DHA website referred to above?

Yes ☐ No ☐

Are you prepared to comply with the requirements of Australian Health & Science Institute regarding advertising, course materials and application procedures, and provide accurate information to students?

Yes ☐ No ☐

Are you prepared to use material supplied by Australian Health & Science Institute to promote our courses?

Yes ☐ No ☐

5. Referees

Please indicate two business referees we can contact.

Last Name:		Last Name:	
First Name:		First Name:	
Position:		Position:	
Company:		Company:	
Address:		Address:	
Phone:		Phone:	
Mobile:		Mobile:	
Email:		Email:	

6. Declaration

I am interested in representing Australian Health & Science Institute as an education agent and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the DHA website.
- Regularly monitor policies and regulations and changes to these policies and regulations as reported on the Commonwealth Department of Education Website (education.gov.au).
- I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to adhere to the relevant Standards.
- All responsibilities of agent and I have read and understand education agent policy and procedures
- I am aware that in becoming an education agent for Australian Health & Science that my details will be published on www.ahsi.edu.au and that the Australian Skills Quality Authority will be notified of my details upon commencement of my agent's agreement as required by the Standards for Registered Training Organisations 2015

Applicant's Name:	
Applicant's Signature:	

Applicant's Position:	
Date:	

Education Agent Application Guidelines

This application package is for Education Agents who have:

- Never been registered as an Australian Health & Science Institute Education Agent or;
- Not been registered in the last 12 months

Further Information

Visit Australian Health & Science Institute website www.ahsi.edu.au for details. Alternatively, you can send an email to ceo@ahsi.edu.au

Who Needs to Register?

Education Agents who use, or purport to use experience in education consulting procedures to provide advice and assistance to an overseas student wishing to study at Australian Health & Science Institute must register as an Education Agent.

Before Applying

Before making an application, you should access the following information and read it:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code 2018)
- Australian Health & Science Institute website (www.ahsi.edu.au)

It is also recommended that you visit:

- Department of Home Affairs website www.homeaffairs.gov.au
- Department of Education website www.education.gov.au

Application

If you decide to apply to become an Australian Health & Science Institute Education Agent, you have to:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of two (2) academic referees
- Provide proof of Qualified Education Agent Counsellor Certificate if you have passed PIER (Professional International Education Resources), an online Education Agent Training Course (EATC)
- Provide proof of business registration (certified copies) from your country
- Proof of any academic qualifications or professional recognition
- Any other supporting documentation to assist in your application

All the above information **MUST** be in **English or translated into English** from a notary office in your country. Please send certified copies only as the application documents **CANNOT** be returned from this office.

Sending Your Application

The completed application, with attachments should be emailed to:

ceo@ahsi.edu.au

OR

Admissions@ahsi.edu.au

Australian Health & Science Institute recommends that you keep a copy of the application for your file.

Communication

AHSI is required to keep your contact details on Australian Health & Science Institute's database. In addition, AHSI will use your business phone, business address and email address to advise receipt of your application, for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated at all times. AHSI will **NOT** be responsible for any delays caused by business contact changes without proper notification.

Application Assessment

The standard processing time for an application is about a week from the receipt of a completed application. If you do not provide all the information required, your application may be delayed.

The uncompleted application will only be held by Australian Health & Science Institute for up to 30 days, and if further information required has not been received within 30 days after the request has been sent, your application will lapse automatically without further notice.

If your application is approved, the CEO will:

- Send you the Education Agent Agreement for your signature
- Request the signed Agreement to be sent back for processing
- Once the signed Agreement is returned, a Certificate of Representation will be forwarded to you as an evidence of registration.

Version Control

Date	Version	Author	Changes
01/01/2020	2.0	MS	Changed format
19/05/2020	3.0	Ms	Adapted form
13/08/2020	3.1	MS	Review
24/10/2021	3.2	MS	changed point of contact
28/02/2022	4.0	MS	Change to ceo's email

Agency Agreement

AGREEMENT DATED THE DATE AS SPECIFIED ITEM 1 OF [SCHEDULE 1](#).

This is an Agreement between:

Australian Health & Science Institute Pty Ltd (A.B.N. 18 113 249 175) of Level 1, 130 Main Street Blacktown in the State of New South Wales ("AHSI")

And:

..... ('The Agent') (A.B.N.)

Address:

Email:

Tel:

(Collectively referred to as "the Parties")

BACKGROUND

The purpose of this document is to formalize the agreement for the Agency known as:

..... hereafter referred to as 'the Agent') to represent **Australian Health and Science Institute (AHSI)** for the purpose of the recruitment of suitable/genuine/bona fide students for enrolment in qualifications offered by Australian Health and Science Institute

Under the *Education Services for Overseas Students Act 2000* and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* ((*National Code 2018*)) providers of education to overseas students outline the obligations it and its Agents must abide by. Australian Health and Science Institute has ultimate responsibility for compliance with the ESOS Act 2000 and the National Code 2018 at all times.

This agreement is the tool by which this obligation is stated and enforced.

Education agents with whom Australian Health and Science Institute has entered into an agency agreement with to represent Australian Health and Science Institute must also abide by this legislation.

This agreement is only for Australia. If the Agent wishes to expand its services to other countries/regions, this can only be done with the consent of Australian Health and Science Institute and amending the agency agreement.

Note: Australian Health and Science Institute does not enrol students under the age of 18

RECITALS

- A. AHSI is in the business of recruiting full-time overseas students to study at its college.
- B. Australian law requires providers of education and training Programs to overseas students to be registered and the law sets out other requirements with which AHSI and its Agents must comply. These requirements are contained in the Education Services for Overseas Students Act 2000 ("ESOS Act") and a National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the "National Code 2018") has been created under Part 4 of the ESOS Act.

- C. AHSI is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) as part of the ESOS Act requirements under CRICOS Code No 03222F.
- D. The Agent provides services of recruiting suitable prospective students for enrolment and study in Australia in their Marketing region.
- E. AHSI wants to engage the Agent, as its non-exclusive representative in the territories defined in Item 3 of [Schedule 1](#) of this agreement.
- F. The Agent has been made aware of the requirements of the ESOS Act and the National Code 2018 by AHSI and has agreed to comply with those requirements
- G. AHSI and the Agent wish to record their agreement in relation to the provision of services that the Agent is to provide to AHSI.

OPERATIVE PROVISIONS

1. Definitions

In this agreement:

Agent means the corporation (or other business entity) being contracted by Australian Health and Science Institute to recruit students.

Agent Fee means the fee calculated under Item 4 of [Schedule 1](#).

ASQA means the Australian Skills Quality Authority

AHSI means the Australian Health and Science Institute Pty Ltd

Course Fee means the tuition and other fees and charges set by AHSI for its course offerings. See also Course Money

Course Money means “course money” as defined in the ESOS Act.

Course means the full-time registered courses offered by AHSI and as registered on CRICOS. This includes **Healthcare and Community Courses**.

CRICOS means the Commonwealth Register of Institutions and Courses for Overseas Students.

Full Time Study means the amount of study for a particular program, which is approved by AHSI. For student visa students, it is fixed at twenty hours per week for a minimum of forty weeks per year at a minimum average course attendance of 80% at any stage during the course

GS means Genuine Student and refers to the Genuine Student requirement as outlined by the relevant authorities.

Marks mean logos, trademarks, designs, and crests that belong to or carry the name of AHSI.

PRISMS means the Provider Registration and International Students Management System (the electronic system that holds CRICOS and the electronic confirmation of enrolment).

Prospective Student means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming a Student at AHSI. See also **Student**

Scope of Registration means the range of courses that have been registered by the national registration body, ASQA, for registration on the National Register on Vocational Education and Training (training.gov.au) and CRICOS (cricos.education.gov.au).

Services means the services that the Agent is responsible for providing under Clause 5.

Student means an “overseas student” as defined in the ESOS Act and includes:

- a) An “intending overseas student” as defined in the ESOS Act; and
- b) A person who is or may be interested in becoming a Student of AHSI;

Term means the period set out in Item 5 of [Schedule 1](#).

VQF means the VET Quality Framework

2. Interpretation

- a) Headings are for ease of reference only and do not affect the meaning of this agreement;
- b) The singular includes the plural and vice versa and words importing a gender include other genders;
- c) A reference to one gender includes a reference to all other genders;
- d) References to any statute or statutory provision include that statute or statutory provision as amended, extended, consolidated or replaced by subsequent legislation and any orders, regulations, instruments or other subordinate legislation made by the relevant statute;
- e) The word ‘person’ means and includes a natural person, a company, a firm or any other legal entity whether acting as trustee or not;
- f) This agreement shall bind each party; legal personal representatives, successors and assignees;
- g) Where a party comprises two or more persons the rights and obligations of such persons pursuant to this agreement shall ensure for the benefit of and bind all of them jointly and each of them severally;
- h) A reference to this document includes the agreement recorded by this document and by any document incorporated in this document by attachment or by reference;
- i) Money is in Australian dollars unless otherwise stated and a reference to ‘A\$’, ‘AUD’, ‘\$A’, ‘dollar’ or ‘\$’ is a reference to Australian currency.
- j) The Schedules to this Agreement form part of the Agreement, but if there is any conflict between a clause of this Agreement and a Schedule of this Agreement, the clause will prevail

3. Engagement of Agent

3.1 AHSI engages the Agent to be its representative to perform the Services for the Term as specified in Item 3 of [Schedule 1](#).

This is not an exclusive agreement. AHSI may appoint other Agents as it chooses without reference to or consultation with the Agent.

3.2 AHSI will not accept students from an education agent or enter into an agreement with an education agent where it is known or there are grounds for believing an education agent to be:

- (a) Engaged in or have previously been engaged in, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of AHSI under Standard 7 of the National Code 2018.
- (b) Facilitating the enrolment of a student who the education agents believes will not comply with the conditions of his or her student visa.
- (c) Using the Provider Registration and International Students Management System (PRISMS) to create Confirmations of Enrolment for other than a bona fide student.
- (d) Providing immigration advice where not authorized to do so under the Migration Act 1958

4. Term and Scope of Agreement

4.1 The term of the agreement is from the date of the agreement until terminated by both or either party in writing or 1 year (whichever is less).

4.2 The Agent:

- (a) Represents AHSI and may; in that capacity, offer students places in courses on terms as agreed to previously in writing by AHSI;
- (b) Must not bind AHSI to any arrangement with an applicant without the prior written approval of AHSI;
- (c) Is entitled to refer to AHSI applicants who reside outside Australia and who are not Australian Citizens.
- (d) By signing this agreement consents to AHSI to be able to seek information from the Department of Home Affairs or its named successor relating to your agency's overall student visa approval and refusal statistics at any time AHSI see fit or as part of the performance reviews requirements specified within this agreement.

5. Responsibilities of the Agent

5.1 The Agent must:

- (a) Keep the terms of this Agreement confidential and all information provided by AHSI confidential, other than to the extent disclosure is reasonably required to perform the Services in accordance with this Agreement.
- (b) Complete the Agent's Induction upon signing of this agreement or within 30 working days of the signing of the agreement. This includes all agency staff involved in the recruitment of students and must occur at either AHSI's premises or the Agent's location or via electronic means such as Skype or Zoom. The method of delivery of the induction is determined via a mutual agreement between the Agent and AHSI
- (c) Abide by the Australian International Education and Training Agent Code of Ethics (<https://internationaleducation.gov.au/News/Latest-News/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf>)
- (d) Promote AHSI and its courses. Recruit and assist in the recruitment of prospective GS students to undertake courses in accordance with AHSI Policies & Procedures, the requirements of the VET Quality Framework and the National Code 2018 and the Australian International Education and Training - Agent Code of Ethics and provide prospective GS students with all necessary information about the courses offered, AHSI facilities and services in the form of course guides or brochures, and student handbook. Provide AHSI with evidence that they have supplied the information outlined to prospective students;
- (e) Perform any other services and provide any reports or information requested by AHSI or that are required by this agreement. Maintain an appropriate level of visa grant performance and adhere to AHSI Education Agent Code of Conduct, being [Schedule 3](#) hereto, at all times;
- (f) Promote courses with integrity and accuracy and recruit prospective students in an honest, ethical and responsible manner and Inform prospective GS students accurately about the requirements of courses using only material provided by AHSI;
- (g) Assist to uphold the high reputation of AHSI and of the Australian International education sector and take reasonable steps in assessing and confirming the accuracy of the information provided by prospective GS students in the application and utilise Direction No 69 – Assessing the Genuine Temporary Entrant Criterion for Student Visa Applications as a guide (<https://immi.homeaffairs.gov.au/Visa-subsite/files/direction-no-69.pdf>)
- (h) Ensure that only signed and completed GS applications and supporting documentation are submitted to AHSI **prior to AHSI issuing any Offer Letters or CoEs (Confirmation of Enrolment)**. Cooperate in and allow the third-party assessment of all submitted GS applications to AHSI. Assist prospective GS students to complete visa applications where required. Ensure that relevant fees, charges and supporting documentation accompany each application and acceptance of offer documents;
- (i) Provide any offer documents received from AHSI to the prospective GS student within 48 hours of receiving the offer documents. The Agent will gather market intelligence about the recruitment of

prospective GS students and only undertake promotional and marketing activities involving AHSI that have been approved by AHSI and act in accordance with AHSI's policies and procedures and directions given by AHSI.

- (j) Demonstrate a full understanding of the requirements of the Tuition Protection Service and ESOS Compliance Framework; Demonstrate a full understanding of the Standards for Registered Training Organisations (RTOs) 2015 Clauses 2.3, 5.3, 5.4, 8.2 and 8.3 in relation to being a third party and their responsibilities; Co-operate at all times with the VET regulator by providing accurate and factual responses to requests for information from the VET regulator relevant to the delivery of services as defined within this written agreement and in the conduct of audits and the monitoring of its operations
- (k) Undertake and provide evidence of completion of the Education Agents Training Course (EATC) offered by PIER (Professional International Education Resources) or a recognized equivalent and belong to a professional association representing education agents where one exists.
- (l) Avoid actual, potential and perceived conflicts of interest and declare any such conflict that exists. Conflicts of interest may include, but are not limited to:
 - a. when the agent charges service fees to both overseas students and registered providers for the same service;
 - b. where an employee of an education agent has a personal relationship with an employee of the education provider.
- (m) Provide AHSI with up to date agency details as required under ESOS legislation for publishing on AHSI website. This information includes:
 - a. Agency Name
 - b. Name of Principal Agent
 - c. Name and contact details of Agent staff responsible for the Student application
 - d. Legal entity details
 - e. Street Address
 - f. Contact details
 - g. Details of any overseas office (if applicable)

5.2 The Agent must provide students with information about the following:

- (a) AHSI and its facilities, equipment and learning resources; courses offered, including course content, duration and modes of study. Minimum level of English language ability and educational qualifications required for acceptance into the course. Student Visa requirements which must be satisfied by the student including evidence of their financial capacity and English language proficiency depending upon country assessment level;
- (b) That they have Overseas Student Health Cover in place before a student visa can be granted and the course fees and refund policy; information on living in Australia and the local environment of the relevant campus, including information about campus location and costs of living;
- (c) The requirements of the Tuition Protection Service in relation to AHSI if it defaults and the student responsibilities if they default and role AHSI would play in the TPS Placement Processes and when a student's enrolment may be deferred, suspended or cancelled;
- (d) That they will receive a commission payment if their enrolment application is accepted by AHSI;
- (e) That the student has a 10-day cooling-off period under Australian Consumer Law in which they can withdraw their application without penalty;
- (f) Advise the prospective student that they are not to apply for a student visa until they have received a Confirmation of Enrolment (CoE) from AHSI.
- (g) Inform AHSI in writing if the student had any issues in other colleges, if the student's risk profile is not suitable for Healthcare or Community Courses and describe in writing the nature of these issues and the risk posed to AHSI or its workplacement partners should AHSI enrol the student. The Agent agrees that failure to disclose all the information regarding the history and the risk profile of a student will lead to the Agent taking full responsibility for covering the costs of any litigation that may occur in relation to

this student.

5.3 The Agent must advise prospective GS students that:

- (a) Students who come to Australia on a student visa must have a primary purpose of studying and are expected to complete the course within the expected duration.
- (b) The GS requirement applies to all student visa applicants and considers the individual circumstances of the student to indicate their intention is for a temporary stay in Australia via a genuineness assessment.
- (c) Any accompanying school age dependents must pay any relevant fees if enrolling in either government or non-government schools.
- (d) Students must have sufficient funds available for the duration of their stay in Australia.
- (e) If a student transfers to a lower AQF level qualification or transfers from an AQF level qualification to a non AQF qualification, they may need to apply for a new visa, in line with the condition 8202 of their Student visa. If the student wants to change to a lower level AQF qualification, they must apply for a new student visa before they can change their qualification. The only exception is from an AQF level 10 course to an AQF level 9 course. Please see [Schedule 4](#) for the definition of AQF levels. Please see <https://www.australiavisa.com/immigration-news/student-500-visa-condition-8202/> for further information.
- (f) Students must be enrolled in a registered course of study and must provide a CoE when they lodge their student visa application.

5.4 The Agent must not:

- (a) Engage in any dishonest practices, including:
 - (i) suggesting to prospective students that they may come to Australia on a student visa with a primary purpose other than full-time study;
 - (ii) Facilitate applications for prospective students who do not comply with visa requirements;
 - (iii) Provide prospective students with 'immigration advice' as defined in the Migration Act 1958 unless the Agent is separately registered under that Act;
- (b) Give a prospective student inaccurate information about:
 - (i) The course fee payable to AHSI; or
 - (ii) His or her acceptance into a course.
- (c) Charge any additional fees to a prospective student other than those fees stated in the letter of offer and acceptance letters. Offer courses from AHSI other than those defined in Item 9 of [Schedule 1](#) or receive or bank the course fee payable to AHSI by a prospective student or deduct any amount from the course fee payable by the prospective student;
- (d) Make any representations or offer any guarantees to prospective students about the likelihood of obtaining a student visa. Engage in false or misleading advertising or recruitment practices. Make any false or misleading comparisons with any other education provider or their courses or make any inaccurate claims regarding any association between AHSI and other education providers;
- (e) Undertake any advertising or promotional activity about the courses or AHSI without the prior written consent of AHSI. Commit AHSI to accept any GS prospective student into a course. Use or access PRISMS information without the prior written consent of AHSI;
- (f) Use any registered or unregistered mark without the prior written consent of AHSI. This sub-clause does not prevent the Agent from distributing the material provided by AHSI which displays its trademark or logos;
- (g) Actively recruit, or attempt to recruit, prospective students that the representative knows to have

engaged the services of another official representative of AHSI; or sign or encourage or allow others to sign, official documents such as the application form, on behalf of a prospective student or students. The Agent must assure himself/herself that the student is not in discussion with another Agent for the purpose of gaining entry into one of the AHSI courses.

- (h) Commit AHSI to accept any prospective student into a Course; Use or access PRISMS to create a confirmation of enrolment for other than a bona fide student; Submit an application to AHSI on behalf of a student the Agent is aware has been rejected by an education provider for a similar course.

6. Advertising and Promotional Activities

- 6.1 The Agent must bear the cost associated with the performance of this agreement.
- 6.2 Inform AHSI in writing with at least thirty days notice of any planned advertising and promotional activities outlining the type of activity planned, location and duration.
- 6.3 Cease representing AHSI in any oral or written materials following the termination or restriction of this Agreement.

7. AHSI's Obligations

7.1 AHSI must:

- (a) Provide the Agent sufficient information to enable the Agent to undertake the Services as defined within this agreement.
- (b) Process all completed applications received but AHSI is under no obligation to accept any GS Students referred by the Agent; Notify the Agent promptly of the acceptance or rejection of applications referred to AHSI by the Agent;
- (c) Supply sufficient quantities of promotional material that are compliant with requirements of the VQF, ESOS Act and National Code 2018 to enable the Agent to competently carry out its responsibilities under this Agreement; Participate in agreed promotional activities with the Agent as stated in Clause 6 and;
- (d) Provide other assistance to the Agent, such as assistance in placing students in accommodation and arranging airport pickups as may be agreed between the parties from time to time;
- (e) AHSI must notify ASQA within 30 days of commencement of this agreement details of this agreement or of the cessation or termination of this agreement via the requirement method as specified by ASQA and as required by Clauses 8.3a & 8.3b of the Standards for Registered Training Organisations (RTOs) 2015;
- (f) Ensure that the Agent understands their obligations in relation to Standard 8.2 of the Standards for RTO's 2015 in relation to the cooperation with the VET regulator in relation to information requests, audits and monitoring of the agent's operations;

7.2 AHSI will monitor the Agent's performance and activities through meetings, reports, surveys of students and other areas as specified as part of [Schedule 2](#) of this agreement and reserves the right to at any time during the term of this agreement conduct an audit on the Agent other than activities specified in [Schedule 2](#). Further AHSI reserves the right to upon request of ASQA to provide copies of performance reviews and agent audit outcomes as part of ASQA compliance monitoring and auditing processes.

8. Confidentiality

8.1 A party must not:

- (a) Disclose confidential information directly or indirectly in any form to anyone else. For the avoidance of doubt confidential information is information that cannot be found in the public domain at the time of disclosure.
- (b) Use or make a copy of any confidential information except to perform any of its obligations under this

agreement.

8.2 The obligations in Clause 8.1 do not apply to a party if:

- (a) The other party has agreed in writing to the particular disclosure, use or copying.
- (b) The information is disclosed to an officer or employee of the party who needs to know the information concerned to perform his or her duties, and that person makes an undertaking to the other party (which the first-mentioned party must ensure that person observes):
 - (i) not to disclose any of the confidential information in any form to anyone else;
 - (ii) only to use the confidential information in a manner consistent with the performing of his or her duties;
 - (iii) disclosure of any confidential information is required to comply with any applicable law or requirement of any government agency or regulatory body, a party promptly gives notice of its intended disclosure to, and consults with, the other party to the extent practicable, and uses its reasonable endeavours consistent with its obligations to minimise any such disclosure and to ensure that any confidential information so disclosed will be treated as confidential.

8.3 Each party must use its reasonable endeavours to:

- (a) Keep effective control of confidential information.
- (b) Ensure that confidential information is secure from theft, loss, damage or unauthorised access or alteration; and to ensure that persons do not disclose, use or copy confidential information except as permitted by Clauses 8.2(b)(ii) and 8.2(b)(iii).

8.4 Upon completion of the services or upon the termination of this agreement for any reason each party must within 7 days:

- (a) Deliver to the other party all documents and other materials containing, recording or referring to confidential information of the other party which is in its possession, power or control.
- (b) Ensure that any person who receives the confidential information by the first-mentioned party's authority returns the confidential information (in any form in which it is held) to the other party.

8.5 Each party must treat the existence and terms of this document as confidential information. No announcement or communication relating to the negotiations of the parties or to the existence, subject matter or terms of this document may be made or authorised by a party unless the other party has first given its written approval.

9. Agent Fees

9.1 Subject to the other provisions of this clause, AHSI must pay the Agent a fee in accordance with Item 4 of [Schedule 1](#) for each Student who:

- (a) is recruited by the Agent; and
- (b) is enrolled in a Program; and
- (c) has paid the respective Program Fee to AHSI
- (d) has commenced the course, and has had four weeks of satisfactory progress and attendance
- (e) who has not, subsequent to commencing the course, been fully refunded the course as per the specific condition outlined within the fee and refund policy

9.2 The Agent will not be regarded as having recruited a Student under this Agreement unless the Agent or Student submits:

- (a) the Student's application for enrolment and that application also bears the Agent's name; and
- (b) acceptance by the Student of any letter of offer from AHSI of a place in a Program.

9.3 Enrolment will be considered successful (thus crystallizing AHSI's obligations to pay the Agent a commission) if the Applicant:

- (a) applies for enrolment at AHSI and that enrolment is accepted in writing through a Letter of Offer and formal written agreement;
- (b) signs and returns to AHSI a supplied formal written agreement;
- (c) pays the required course fees, administration fee, and any other fees nominated as specified in the formal written agreement;
- (d) receives a Confirmation of Enrolment issued by AHSI;
- (e) has his or her Applicant Visa approved by the Australian Department of Home Affairs;
- (f) settles the transaction by paying the balance of the course fees as specified on the written agreement without default

9.4 No Agent fee is payable unless the Agent has submitted an invoice in a form approved by AHSI.

9.5 AHSI must pay the fees payable under this clause within 30 days of receipt of a valid invoice from the Agent.

9.6 The Agent acknowledges that AHSI may disclose to Applicants that a commission is payable to the Agent.

9.7 Agent commission, bonuses and any other fees are payable within six (6) months of the respective student paying the tuition, enrolment or other applicable fee that attracts commission, upon receipt of the Agent invoice. If the Agent does not claim the commission within 6 months, the amount payable by AHSI to the Agent is forfeited.

10. Other Provisions

- 10.1 The Agent must not in any way bind AHSI in any arrangement with the Applicant(s) or any other party with the Applicant(s) and has no authority to pledge or bind AHSI in any obligations unless prior authority is obtained in writing from the Acting CEO of AHSI.
- 10.2 The parties agree that they have requested and are satisfied that the present agreement and all other related documents be drawn up in English and will be governed by the laws of Australia and AHSI will not be held responsible for any debts incurred by the Agent, and the Agent has no authority to enter into any contracts (written or oral) binding AHSI for any debts incurred by the Agent.
- 10.3 Any form of advertising or to the public.
- 10.4 The Agent may not purport to assign or otherwise dispose of its rights or obligations under this Agreement without the prior written consent of AHSI, such consent not to be unreasonably withheld. This agreement is binding upon the parties and their successors.
- 10.5 The Agent is appointed to be the representative of AHSI only for the term of the agreement and only for the purpose set out in this agreement.
- 10.6 The Agent shall not represent itself as an employee or partner, or make any promise, warranty or representation or execute any contract or otherwise deal on behalf of AHSI except as allowed for in this agreement.

11. Indemnity, Fraud, and Insurance

- 11.1 The Agent indemnifies and holds AHSI, its successors and assigns, harmless from and against any and all claims, demands, actions, suits and proceedings and all expenses (including reasonable legal fees) for or in respect of any loss or damage arising as a consequence of the Agent's (or their respective employees, Agent and independent contractors) negligence, fraud, wilful misconduct or failure to abide by the requirements of this Agreement, including but not limited to failure to comply with the standards of conduct referred to in this Agreement and/or in the Schedules.
- 11.2 The Agent must hold and maintain during the term of this agreement at its own cost and expense appropriate level of insurance including public liability and professional indemnity insurance and upon request must

produce evidence that all or any of the insurances to be effected by it are in force and effect.

12. Compliance

12.1 Legislative compliance:

The parties specified within this agreement must comply with relevant legislation, regulations, and codes in relation to ethical marketing, advertising, and student recruitment including but not limited to:

- (a) Education Services for Overseas Students Act 2000
- (b) Education Services for Overseas Students Regulations (2001)
- (c) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code 2018)
- (d) VET Quality Framework:

13. Monitoring of Agent's Activities

- 13.1 AHSI will monitor the performance of agents. A monitoring form will be used, and monitoring will occur at least every six months.
- 13.2 If at any time, monitoring procedures show that the agent is not meeting the terms as specified in the agent agreement will investigate and may implement the requirements of Clauses 14.2 & 14.3.
- 13.3 When an agent is meeting the terms as shown in the agreement, AHSI will provide written feedback to the agent indicating such feedback.
- 13.4 Where corrective and/or preventative action is required, the agent will be required to demonstrate that this action has been implemented within 4 weeks of receiving the notice.
- 13.5 If the agent does not implement the action required, the agreement will be terminated.

14. Corrective Action

- 14.1 If at any point during the term of this Agreement, Australian Health & Science Institute believes or reasonably suspects that the Agent is negligent, careless or incompetent or is engaged in false misleading or unethical behaviour, advertising or recruitment practices, AHSI will give notice to the Agent in writing and ask the Agent to rectify the behaviour or breach within 5 business days. If the Agent does not rectify to AHSI's satisfaction and/or does not cooperate with AHSI on the rectification, AHSI will:
 - 14.1.1 Terminate the Agreement if no Student introduced by the Agent under this Agreement is still studying at AHSI.
 - 14.1.2 Restrict the Agent from providing any further Students. AHSI may also withhold any payable commission until the breach is rectified; otherwise AHSI will pay the Agent the commission for the duration of any existing Student studying at the time with AHSI. Once there is no other Student from this Agent, AHSI can terminate the Agreement.
 - 14.1.3 No clause in this Agreement will contradict the provisions of the ESOS Act.
- 14.2 Australian Health & Science Institute may decide at its discretion to engage in corrective action with the Agent.
- 14.3 These activities may include but are not limited to:
 - (a) Targeted training on expectations of the Agent
 - (b) Provision of additional information as needed

15. Termination

- 15.1 This agreement shall terminate as per the date specified in [Schedule 1](#) of this agreement and either party

may terminate this Agreement at any time by giving the other party 30 days prior written notice.

15.2 If the Agent breaches any provision of this Agreement, AHSI may terminate this Agreement at any time with immediate effect or restrict the Agreement, as described in Clause 14, by giving written notice to the Agent.

15.3 On termination of this Agreement, the Agent must:

(a) Submit all applications and fees from prospective students received up to the termination date within seven days of said termination and immediately cease to use of any advertising, promotional or other material supplied by AHSI and the immediate return all material to AHSI by registered mail or a reputable international courier.

15.4 AHSI shall be entitled to terminate this contract by giving 30 days notice if AHSI is no longer able to conduct its business as a result of a change in legislation.

15.5 AHSI shall be entitled to terminate any sub-contracting agreement held by its appointed agent by providing a 30-day notice in writing to the sub-contracting party and or organisation outlining the reasons for said termination and a copy of this termination notice will be provided to the appointed agent at the same time.

16. Assignment and Subcontracting

16.1 The Agent must not assign this Agreement or any right under this Agreement without the prior written consent of AHSI (which may be withheld at its discretion).

16.2 If an agent is given approval by AHSI to subcontract any of its services to a third party, the agent and the third party are subject to the requirements of this agreement and additional the requirements as specified with the Standards for Registered Training Organisations 2015 Standards Standard 2 Clauses 2.3, 2.4, 5.3, 5.4 & 8.3 the National Code 2018 and any other obligations as specified within this agreement.

16.3 All sub-contracting activities by AHSI appointed agent to require a written agreement defined by AHSI and signed by AHSI, the Agent and Subcontracting party and or organisation are subject to monitoring and auditing throughout the duration of the sub-contracting agreement and despite any subcontract, the Agent remains liable at all time for performing its obligations under this Agreement.

16.4 AHSI must terminate or restrict any agreement with a sub-contractor if they become aware of, or reasonably suspect, dishonest practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers under National Code 2018, the Standards for Registered Training Organisations 2015 Clauses 2.3, 2.4, 5.3, 5.4 or any of the other dishonest practices outlined above.

16.5 Nothing in this Agreement will prevent AHSI from selling their business or any part thereof to a bona fide purchaser who agrees to accept and be bound by the obligations, benefits and terms and conditions of this agreement.

17. Notices

17.1 Any notice, invoice or other communication that is required or permitted to be given by one party to the other party pursuant to this agreement must be given in writing and may be delivered by hand either in person or by courier or sent by ordinary mail or electronic mail:

(a) If to AHSI to the addresses listed in Item 7 of [Schedule 1](#); If it is delivered to the Agent, this will be done to the Agent, to the addresses listed in Item 8 of [Schedule 1](#).

17.2 A notice, invoice or other communication is deemed given by one party to the other:

(a) In the case of delivery by hand, upon handing the consent, notice, invoice or other communication to the personnel of the other party at the address specified by the other party; In the case of delivery by ordinary mail, twenty-one (21) business days after the date of posting; In the case of delivery by e-mail, upon message confirmation that the transmission has been successful.

17.3 A party changing its address, phone number or electronic mail address must give notice of that change to the other party.

18. Entire Agreement

18.1 This agreement and its schedules:

- (a) Constitutes the complete and full agreement between the parties as to its subject matter; and
- (b) In relation to that subject matter, it replaces and supersedes any prior arrangement or agreement between the parties.

19. Variation

- 19.1 Variation to this agreement must be in writing, signed on behalf of each party.
- 19.2 If during any Commission Period:
 - (a) The income margin received by AHSI on any training product(s) or service(s) offered by it is substantially reduced; or
 - (b) AHSI or the Agent respectively may give notice to the other that it wishes to review the commission payable for the relevant training products or services. The parties agree to enter into good faith negotiations with a view to reaching an agreement as to the extent, if any, by which the commission payable to the Agent will be varied. Such negotiations will be premised on the basis that any such variation will not take effect for at least 30 days and will be comparable or referable to the margin compression, actual volume or change in commission.

20. Governing Law

- 20.1 This agreement is governed by and construed in accordance with the law in force in the State of New South Wales, Australia.
- 20.2 The parties submit to the non-exclusive jurisdiction of the courts of the State of New South Wales, Australia and the Federal Court of Australia.

21. Dispute Resolution

- 21.1 If a dispute arises out of or in connection with this agreement including any disputes in relation to student enrolments and either party is unable to resolve the dispute or difference within 14 days of the dispute being identified, a party may give notice and particulars of the dispute to the other and may require that the dispute be resolved by an independent expert in the relevant field.
- 21.2 The independent expert will be agreed and appointed jointly by the parties or, failing agreement, appointed upon application by either party by the President for the time being of the Institute of Arbitrators Australia (or such other body as carries on the functions of AHSI) or their nominee.
- 21.3 The independent expert appointed must act as an expert and not as an arbitrator and their decision (including any decision as to costs) will be final and binding on the parties.
- 21.4 For the avoidance of doubt, a dispute referred to in this clause includes a dispute as to whether one party has failed to comply with a material obligation or undertaking under this agreement or a dispute as to whether an Event of Default has occurred.

22. Review

- 22.1 Each year your agency's performance will be reviewed by AHSI and a new Agent's Agreement will be issued based on student numbers from the last six months and the outcomes of the performance recent reviews.

23. Severability

- 23.1 Any part or all of any clause of this agreement that is illegal or unenforceable will be severed from this agreement and the remaining provisions of this agreement continue in force.

24. Waiver

- 24.1 The failure of either party at any time to insist on performance of any provision of this agreement or to fail to

exercise a right under this agreement is not a waiver of its rights at any later time to insist on performance of that or any other provision of, exercise that or any other right under this agreement.

25. Privacy

25.1 AHSI is required to collect Agent's information which may be shared with the Australian Government as relevant for the purposes of:

- (a) promoting compliance with the ESOS Act and the National Code;
- (b) assisting with the regulation of Agents;
- (c) promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- (d) facilitating the monitoring and control of immigration.

25.2 Agents should also note that information about Agents who have agreements with AHSI can be accessed by all CRICOS providers through PRISMS. Information that is provided includes:

- (a) the outcome of the enrolments
- (b) the percentage of completed CoEs by the Agent
- (c) the number of CoEs created with the Agent's involvement against the total number of CoEs created for the provider.

26. Survival

26.1 The following clauses will survive the agreement: 4.2, 5.1(a), 5.1(l), 5.2(a), 8, and 10.

Australian Health and Science Institute and the Agent <<insert agent name>> agree to the terms and conditions set out in this Agreement, comprising:

- 1. Agreement Terms; and
- 2. [Schedule 1](#) – Agreement Details
- 3. [Schedule 2](#) – Monitoring Performance
- 4. [Schedule 3](#) – Agent's Code of Conduct
- 5. [Schedule 4](#) – AQF levels

EXECUTED as an agreement

SIGNED FOR AND ON BEHALF OF (Australian Health and Science Institute) by

Name: Jyoti Chaudhary
Acting Chief Executive Officer

Signature:

Date:

SIGNED FOR AND ON BEHALF OF The Agent

In accordance with s.127 of the *Corporations act 2011 (Cth)*

Chief Executive Officer & Director:

Name:

Signature:

Witness:

Name:

Signature:

Date:

21/02/2025

Date:

V 15.2

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Schedule 1: Agreement Details

Item 1: Date of Agreement

Agreement commencement date of sign off by both parties.

Item 2: Agent Fees

Enrolment fee – is not claimable by the agent.

Percentage of tuition and workplacement fees (plus GST if applicable) for onshore and offshore students for face to face training of students who come to Australia. The commission does not apply to enrolment or materials fees. Tuition fees may vary, and notification will be provided within 1 month of said change. See definition of Percentage and thresholds below:

Percentage	Threshold	Percentage after threshold reached	Comments
20%	No threshold From 1-5 students inclusive	n/a	No other bonuses, discounts, etc
25%	From 6 -15 students	If more than 15 in 1 year, then the commission is 30% for students enrolled afterwards.	No other bonuses, discounts, etc
30%	From 16 students per annum onwards	Other bonus may apply for 25+ students	Other bonuses may apply for 25 plus students enrolled in packaged courses

The student numbers and agent performance will be reviewed annually. The threshold is applied continuously and must be maintained above a threshold in order to guarantee the commission awarded for the respective threshold.

For example the first 1-5 students brought by the agent will be on 20%, the next 6-15 on 25%, etc.

In order to be eligible for the Commission:

- The Student's application must have the Agent's details placed on it prior to submission to the Institute for assessment.
- The Agent must supply a tax compliant invoice to the Institute in accordance with any applicable requirements of Australian law

The following will apply where more than one recruitment Agent seeks Commission for an individual Student enrolment:

- If more than one recruitment Agent submits an official invoice to the Institute in respect to anyone Student enrolling in an individual Course, the Institute will only be required to pay only one Agent the Commission.
- If the Student's Course on the application form both Agents is the same, the Agent entitled to the Commission will be the Agent about whom AHSI receives confirmation from the Student which Agent they wish to represent them.

- If the Student's Course on the applications is different for each Agent, the Agent entitled to the Commission will be the Agent who recruited the successfully enrolled student. The completed application must have the Agent's stamp.

Item 3: Term of Agreement

This agreement shall remain valid for 1 year after the date specified in Item 1.

Item 4: Performance reviews

AHSI will undertake Agent performance reviews on a half yearly basis (6 months).

Item 4: Renewal of Agreement

This agreement renewal is subject to performance reviews outcomes based on:

- Visa application acceptances for the duration of this agreement
- Overall student performance
- Annual audit outcomes

Item 7: College Contact Details

Acting Chief Executive Officer	Jyoti Chaudhary	Email Contact	jyoti.chaudhary@ahsi.edu.au
Telephone	+61 2 8066 6777		
Admissions and Student support	Admissions Manager	Email contact	admissions@ahsi.edu.au
Telephone	+61 –2 - 88066777		
Postal Address	Suite 1A Level 1 130 Main Street Blacktown NSW 2148		
Website	www.ahsi.edu.au	Email	info@ahsi.edu.au

Item 8: Agent's Contact Details

Agency Legal Name:	
Agency Trading Name:	
ABN:	ACN:
MARN Number:	Web Site:
Contact person:	Primary Phone Number:
Office Address:	
City/Town/Suburb:	Country:
State/ Province:	Post code:
Primary Mobile:	Secondary Mobile:
Primary Email:	
Secondary Email:	
Postal address: (only if address is different to office address)	
Office Address:	
City/Town/Suburb:	Country:
State:	Post code:
Banking Details	
Bank Name: CBA	Branch:
Account Name:	Swift code:
BSB:	Account Number:
Target recruitment country	
Primary country:	Secondary Countries:

Item 9a: Qualifications Offered for Face to face delivery and Online:

CRICOS Code	Qualification Code	Qualification Name	Comments
111824C	CHC30121	Certificate III in Early Childhood Education and Care	52 weeks
113484B	CHC33021	Certificate III in Individual Support (Ageing and Disability)	34 weeks
111823D	CHC50121	Diploma of Early Childhood Education and Care	78 weeks
103564G	CHC43015	Certificate IV in Ageing Support	34 weeks
108965E	CHC43315	Certificate IV in Mental Health	52 weeks
089594M	CHC53315	Diploma of Mental Health	104 weeks
090797A	CHC51015	Diploma of Counselling	78 weeks
089593A	CHC52015	Diploma of Community Services	104 weeks
113485A	CHC52021	Diploma of Community Services	104 weeks
105526H	BSB80120	Graduate Diploma of Management (Learning)	128 weeks
116822J	UEE30820	Certificate III in Electrotechnology - Systems Electrician	128 weeks
116669B	UEE40620	Certificate IV in Electrotechnology - Systems Electrician	52 weeks
116670J	ICT50220	Diploma of IT (Cyber Security)	76 weeks
116671H	ICT60220	Advanced Diploma of It (Cyber Security)	76 weeks
117011C	UEE62122	Advanced Diploma of Engineering Technology - Electrical	104 weeks

Please NOTE we do not offer direct Diploma entry to students who do not meet IELTS requirements.

Schedule 2

Monitoring Performance

Under the National Code 2007 Standard 4, Australian Health and Science Institute Pty Ltd is required to implement processes of regular monitoring and assessment of performance for each appointed agent.

AHSI reserves the right to adjust and or change the processes outlined below at any time in which this agreement is in force.

Monitoring and assessment may include the following processes:

- Documented meetings either face to face or via the Internet such as through Skype or Zoom
- Analysis of quality and quantity of received applications on behalf of prospective GS students
- Analysis of conversion rates from lodgment of application to commencement of studying at AHSI
- Provision by the Agent of a quarterly report documenting the number of students interviewed by the agent either in their offices or at other venues such as education exhibitions.
- Documenting on the agent's file instances where students claim to have been misinformed about their studies at AHSI – all such instance will be discussed with the Agent. It should be expected that repeat performances the same issue may result in a warning and /or termination of this agreement
- Documenting on the agent's file instances where the agent has shown a lack of knowledge of student visa requirements or other matter relating to the student's stay in Australia. All such instances will be discussed with the Agent. It should be expected that repeat performances the same issue may result in a warning and /or termination of this agreement.
- Surveying current and prospective students about the information provided to them by the education agent and the level of assistance given to the student to assist them.
- AHSI will also take into account reports from students where the number of students is a reasonable proportion of the students recruited by an agent (e.g. 3 in 10 students).
- Spot checks maybe undertaken by representatives of AHSI both at the agent's premises and at promotional events.

Schedule 3

Agent Code of Conduct

Agents working with **AHSI** will:

- 1) Conduct themselves with integrity, dignity, and professionalism during the course of business and when interacting with AHSI's staff and students.
- 2) Agents will not behave in a manner that is detrimental to the wellbeing of students or AHSI staff.
- 3) Employ appropriately qualified staff, and train all staff who are involved in student recruitment, enrolment, and selection process to ensure that students are appropriately selected to meet AHSI's selection criteria
- 4) The staff of Agents will not have any student currently studying at AHSI living in their home whether or not this is in exchange for any sort of reward, nor will they engage in intimate relations with any student currently employed or studying at AHSI.
- 5) AHSI promotes an environment free of discrimination and harassment, not tolerating or inflicting physical or verbal assault or sexual harassment in the workplace in any form. Harassment is a discriminatory practice that is unlawful under the Australian Equal Opportunity Act 1973. Actions such as physical or verbal assault or sexual harassment are considered serious misconduct and may result in AHSI terminating the Agency Agreement.
- 6) Keep all student information collected as part of the application and enrolment process secure. Agents will take all required steps to ensure that the handling and disclosure of all personal information complies with AHSI's privacy policy and with Australian state and federal privacy legislation
- 7) Handle all course moneys with the appropriate level of care and in accordance with their fiduciary obligations. All such moneys received must be passed on immediately to AHSI with set-off or deduction unless specifically defined and authorised in writing within the Agency Agreement.

Agents associated with **AHSI** will:

- a) Treat all potential and current students with respect and courtesy.
- b) Not conduct themselves in a biased manner toward fellow colleagues and customers for the purposes of gaining unfair privileges or benefits.
- c) Comply with the Australian Equal Opportunity Act 1973 and will not discriminate or treat any other person unfairly based on their gender, race, sexual preferences, age, disability or any other reason that could be seen as unfair.
- d) Ensure that equal opportunity principles are applied to student selection decisions

In the event that an agent is in serious breach of this code of conduct, AHSI reserves the right to terminate or restrict their Agency Agreement and in the event of an illegal breach or negligence, take any lawful actions deemed necessary. MARA and or DHA will be informed of such breaches.

Schedule 4

AQF levels

Level 1: Certificate I

Level 2: Certificate II

Level 3: Certificate III

Level 4: Certificate IV

Level 5: Diploma

Level 6: Advanced Diploma / Associate Degree

Level 7: Bachelor Degree

Level 8: Bachelor Honours Degree / Graduate Certificate / Graduate Diploma

Level 9: Masters Degree

Level 10: Doctoral Degree

Version Control

Date	Version	Author	Changes
19/11/2019	1.0	AHSI	corrections
31/01/2020	2	AHSI	Changed phone number and header
02/05/2020	3	AHSI	Corrections & removed articulation
23/06/2020	4	AHSI	Added CEO signatures and reviewed list of courses
26/06/2020	5	AHSI	Changed termination, added other clauses
01/07/2020	6	AHSI	Changed duration to 2 years and removed territory
10/09/2020	7	AHSI	Changed signatories and commission
18/01/2021	8	AHSI	Added 3 new courses and the online courses
30/07/2021	9	AHSI	Changed header and added KD
20/01/2022	10	AHSI	Added clause re: student background disclosure obligation
28/02/2022	10.1	AHSI	Changed contact to Dominika
14/06/2022	10.2	AHSI	Changed to 1 year; changed commission and added threshold
05/07/2022	10.3	AHSI	Changed commission structure to reflect numbers
11/01/23	11	AHSI	Clarified the commission and student numbers threshold
28/01/23	12 & 12.1	AHSI	Clarification for the commission payment and thresholds
14/04/2023	12.2	AHSI	Clarification for the thresholds for number of students and commission
30/04/2023	12.4	AHSI	Clarification for the period of time after which the commission is no longer payable
01/05/2023	12.5	AHSI	Simplified the commission bands
02/06/2023	13	AHSI	Updated course list
26/03/2024	14	AHSI	Changed signing authority
16/09/2024	14.1	AHSI	New qualifications added
22/11/2024	15	AHSI	Added the obligation on agents to send the GTE application prior to AHSI issuing any Offer letter or Confirmation of Enrolment
22/11/2024	15.1	AHSI	The name has been changed from Genuine Temporary Entrant (GTE) to Genuine Student (GS).
21/02/2025	15.2	AHSI	Changed signing authority