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| **COMPANY DETAILS** | | | |
| **Company Name (trading as):**  ***\* the name by which students know the organisation*** |  | | |
| **Legal Entity Name:**  ***\* the official business name*** |  | | |
| **Registration No.:** |  | | |
| **Place of Registration:** |  | Expiry Date: |  |
| **Australian based companies ABN:** |  | | |
| **Full address:** |  | | |
| **Web address:** |  | | |
| **History of Company** | | | |
| *Provide a general description about the company and the service that your organisation provides.*  *Time in Business (established).*  *How many staff members do you employ (full-time/part-time)?*  *List the countries where your organisation manages student activities.* | | | |

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| **Details of person managing the relationship** | |
| Name:  Position:  Email:  Phone: |  |

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| --- | --- |
| **REFERENCES** | |
| Name of University:  Name of contact:  Position:  Email:  Phone: |  |
| Name of University:  Name of contact:  Position:  Email:  Phone: |  |
| Name of contact:  Position:  School/Institute:  Email:  Phone: |  |

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| **Attach the following documents** | | Comments |
| Business registration documents/ABN |  |  |
| Code of practice/terms and conditions |  |  |
| Public liability/professional indemnity insurance |  |  |
| Host location/site risk assessment |  |  |
| Host accommodation risk assessment |  |  |
| Transport risk assessment |  |  |
| Food risk assessment |  |  |
| Emergency and Crisis management plans |  |  |
| Offer/acceptance document copies (student) |  |  |
| Pre-departure advice documents (students) |  |  |
| Health & Safety Guide (students) |  |  |
| Code of Conduct (students) |  |  |
| Policy for PSEAH (Preventing Sexual Exploitation, Abuse and Harassment)\* |  |  |
| Example program |  |  |

\* Australian Government requirement – for more information see [Preventing Sexual Exploitation, Abuse and Harassment](https://dfat.gov.au/international-relations/themes/preventing-sexual-exploitation-abuse-and-harassment/Pages/default.aspx)

**Approval**

|  |  |
| --- | --- |
| Manager, Short Term Mobility | |
| *Name*  *Signature* | *Date signed* |
| Director International Strategy, Mobility & Operations | |
| *Name*  *Signature* | *Date signed* |