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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**

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