



International Student Agent Sales & Marketing:

Information Required at Enrolment 12-1012:

Background:

When students are being signed up marketing agent is required to ensure the clients are provided with smooth and efficient service.

Marketers should ensure they have the following information at hand, and should prepare the student with the check list of information they will be required to provide on the day.

Information required at enrolment of student from HTA:

- Application enrollment form (includes Hospitality experience and background).
- English Language test
- High school Certificate
- Copy of Passport

Information provided by HTA:

- Offer letter.
- Confirmation of enrolment (CEO) of the Government processed by HTA.
- OSHC card from Medibank Private processed HTA

Policy Authorisation:

Responsibility: C.E.O.

Confirmation Date: 16/08/07

Signed:

Version No: 2

Computer AF00032 – Simon Phillips Machine

Electronic Copy:

E:\Policies & Procedures\AQTF Standard 12 Ethical Marketing\12-1000 Policy\12-1007 Information Required at Enrolment.doc

Links: