



Change of Education Agent Request Form

Please complete this form and email it to the Student Support Department at student.support@eia.edu.au

STUDENT DETAILS

First Name: _____ Family Name: _____

Student ID: _____ Date of birth: _____

____/____/____

Current Agent Company Name: _____

Branch: _____

Did you inform your current agent about your intention to change agent: Yes No

Does your current agree to the Change of Agent: Yes No

Please explain why you want to change your Agent:

NEW AGENT DETAILS

Agent Company Name:

Branch:

Staff Name: _____ Email address:

Work Phone: _____

Mobile: _____

DECLARATION

- I certify that I have notified my current Agent of my request to change to a new Agent. If my application is approved, EIA will inform me, my current Agent and my new Agent of the change.
- I understand that if I have already paid for my fees or part thereof, and received a Confirmation of Enrolment (CoE) for my current course of study, no change of Agent will apply for that course of study.
- My preferred new Agent must be one of EIA's registered Agents. A listing of EIA's registered Agents can be found on www.eia.edu.au

Applicant's Signature _____

Date: ____/____/____

OFFICE USE ONLY

Received by: _____

Date received ____/____/____

Advised current agent by: _____

Date ____/____/____

Approved

Rejected

Notify student by email

Notify new agent by email