

## Change of Education Agent Request Form

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### 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](http://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