



Please Note:

Applications for agent change allow for 3 working days for processing.

Student Name:	Student No:	Date: / /
	Student Date of Birth	Date: / /
Student Email:	Mobile:	
Student Address:		
Postcode:		

Course Name:	Course Code:	
Course Start Date:	End Date:	
Class No:		

I have notified my OLD Agent via email that I will not continue to use their services ☐ Yes ☐ No	
Reason for change of Agent:	
NEW Agent Details - Agent Name:	
Contact Person Name:	Contact Phone Number:
Student Signature:	Date:

MARKETING	
OLD Agent has been contacted ☐ Yes ☐ No Summary of Discussion:	
NEW Agent has been contacted ☐ Yes ☐ No Summary of Discussion:	
Reviewed and Approved by: Administration Manager: _____ Date: / ____/ ____	