

CHANGE OF AGENT FORM

(This form to be filled by the student when requesting change of Educational Agent)

Student/Agent Details			
Student Name			
Student ID			
Previous Agent / Company Name			
New Agent / Company Name			
New Agent Contact Person		New Agent Contact Number	
New Agent Contract Signed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Marketing Manager informed Administration Department of the Change	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous agent's pending invoices cleared	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date the agent engagement ceases for the student	____ / ____ / ____

Student Declaration

I, hereby confirm that my previous agent has been informed that I no longer need their services as an education agent.

Student Signature		Date	
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For Office Use Only

Authorized Person Name			
Signature		Date	