



## Change of Agent Notification Form

### Student details

Please complete this form and send to **admissions@aidt.edu.au**

<b>Student Name:</b>		<b>Title</b>	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Mr
<b>Student ID:</b>		<b>Date of Birth:</b>	/	/		

### Current Agent Details

<b>Agency Name:</b>		<b>Agency Phone Number:</b>	
<b>Agency Address:</b>			
<b>Agency Email Address:</b>			
<b>Did you inform your current agent of your intention to change agent?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Does your agent agree to the change of agent?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Please explain why you would like to change your agency ?</b>			

### New Agent Details

<b>Agency Name: Agency</b>		<b>Agency Phone Number:</b>	
<b>Address: Agency Email</b>			
<b>Address:</b>			
<b>Agency staff member name:</b>			

### Student Declaration

- Please note it is the student's responsibility to advise their current agent of their request to change to a new agent before submitting this form.
- If you have already paid your fees and received a Confirmation of Enrolment (CoE) no commission will be paid to the new agent.

<b>Student Signature:</b>		<b>Date:</b>	/	/
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### For office use only

<b>Received by:</b>	<b>Date:</b>	<b>Outcome:</b>	<b>Notifications:</b>
	/ /	<b>Approved</b> <input type="checkbox"/> <b>Rejected</b> <input type="checkbox"/>	<input type="checkbox"/> <b>Notify the Accounts department</b> <input type="checkbox"/> <b>Notify students via Email</b> <input type="checkbox"/> <b>Notify the new agent by Email</b>