



Document ID:	FORM MKT 6.1.1. F2 Change of Agent Request Form
Responsibility:	Manager, Admissions
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CHANGE OF AGENT REQUEST FORM

I am requesting a change of agent for providing me educational counselling in regards to my course of study at La Trobe University conducted by ACN.

When completed, a signed copy of this form must be submitted to ACN at 65 York Street, or via acn_admissions@auscampus.net before a change of agent will be made to the database.

Student Section:	
First Name:	
Last Name:	
Date of Birth:	/ /
Country of Nationality:	
Student No:	
Course Applied for / Enrolled in:	
Your Current Agent:	
Address of Your Current Agent:	
Your Proposed Agent:	
Address of Your Proposed Agent:	
Reason(s) for change of Agent:	

I am aware that on receipt of the completed form by ACN, my current Agent will be changed in the ACN student database to my proposed Agent. Based on my previous Privacy Declaration, (as applicable) all future correspondence will be sent to my proposed Agent. Any commission payment due in relation to my enrolment will be paid to my proposed agent.

Please note, students on a packaged offer (i.e. Diploma to Degree) as defined by Australia's Department of Immigration and Citizenship (DIAC), are not eligible to change agents.

ACN can only accept transfers to your proposed agent where ACN or IBT Education Limited has an existing contract with that agent.

Signature: _____

Date: _____

OFFICE USE ONLY

Check List:	
Is the student a current student on a package visa?	Yes - Student cannot transfer agents No - Student can transfer agents for second course
Is the student a pending paid single visa student?	Yes - Student cannot transfer for initial course
Has the student made the first payment?	Yes - Student cannot transfer agents No - Student can transfer agents
Application outcome:	Approved / Not Approved
Initial agent informed:	Yes / No Date: / / Person:
New agent Informed:	Yes / No Date: / / Person:
Data entry completed (including a note on Maze)	Date: / / Person: