

# International Students Change of Education Agent Request Form



International, Melbourne Polytechnic  
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1. This form **MUST** be completed and return to Melbourne Polytechnic International before you can change agents
2. Please ensure that all sections are completed clearly and flight arrival information is confirmed.

## CHANGE OF EDUCATION AGENT REQUEST FORM

1. PERSONAL DETAILS			
Family Name			
Given Name			
Date of Birth			
Melbourne Polytechnic Student ID (If Applicable)			
Telephone		Email	
2. AGENT DETAILS			
Current Agent			
Why are you requesting to change Agents?			
New Nominated Agent		How did you hear about the new agent?	
STUDENT DECLARATION			
<ul style="list-style-type: none"> <li>- My new Nominated Agent must be an Authorised Education Agent of Melbourne Polytechnic. The full list of our Agents can be found <a href="http://www.melbournepolytechnic.edu.au/international-students/education-agents-and-representatives/">www.melbournepolytechnic.edu.au/international-students/education-agents-and-representatives/</a></li> <li>- I understand that if I have already paid tuition fees and received a Confirmation of Enrolment (CoE) to study at Melbourne Polytechnic for my current course of study, that I am unable to change to my new Nominated Agent</li> <li>- Your request is subject to final approval by Melbourne Polytechnic International Office</li> <li>- Requesting to change to a new Nominated Agent during the application process may cause delays</li> <li>- I have notified my Current Agent about my request to Change to a new Nominated Agent</li> </ul>			
Student Name	Student Signature	Date	

OFFICE USE ONLY	
<b>Checklist</b>	
<input type="checkbox"/> Current agent notified	Approval granted .....
<input type="checkbox"/> New agent notified	Date .....
<input type="checkbox"/> Student notified	