

Change of Agent Request Form

INSTRUCTIONS: Complete and sign this form, and submit it to Student Services with the necessary documents.

NOTE: If your Application to Change of Agent Request is approved, your existing Agent will receive all fees and commissions for all courses for which AITE has issued CoEs. The change will only apply in relation to future Applications and CoEs.

You may submit this Form and your supporting documents to AITE on <address>

Family Name: Given Name:

Student No: Date of Birth:

Course:

Present Agent:

Does your present Agent agree to the Change of Agent? YES NO

If 'YES', please attach a signed [Release Letter](#) from your existing Agent.

If 'NO', please submit your reasons for wanting to change your Agent, and explain how you believe this would be in your best interests. If there is not enough room please attach a sheet of paper with your reasons.

.....

Preferred new Agent

NOTE: If your preferred new Agent is not one of AITE's list of Authorised Agents on the AITE Website, your Application will not be approved.

Agency Company:

Agent's name:

Agent's Phone: Email:

Attached Documents:

- [Release Letter](#) from present Agent: YES NO
- [Agency Agreement to Represent Form](#) from preferred new Agent YES NO

Signature: DAITE:

On receipt of the completed forms AITE will consider your application and inform you of the outcome within ten days. If your application is approved your agent representation details will be changed in the AITE's Agent Database.

NOTE: This Application will be considered and processed in accordance with AITE'S Education Agents Policies and Procedures.