Request Change of Education Agent (International Education)

This form is to be used when an international student requests to change their existing education agent and nominate a new agent to represent them in the international student enrolment process. Potential students are only allowed to change their agency in related to the enrolment activities before their successful enrolment. After their enrolment, students also have the right to change their agency to represent them in other activities non-related to student enrolment.

By completing this form, you are notifying TasTAFE of your intention to Change / Nominate a new education agent. The Letter of Offer will be revised showing the new education agent as your official representative. Students will need to accept and sign the updated Letter of Offer.

# Student Details

|  |  |
| --- | --- |
| Full Name: |  |
| Student ID: |  |
| Contact Email/Phone: |  |

# Current Education Agent Details

|  |  |
| --- | --- |
| Name of the Agent: |  |
| Contact Person: |  |
| Office Address: |  |
| Contact Email/Phone: |  |

# New Education Agent Details

|  |  |
| --- | --- |
| Name of the Agent: |  |
| Contact Person: |  |
| Office Address: |  |
| Contact Email/Phone: |  |

# Student Declaration

I would like to nominate the above **new education agent** to represent me in my application and enrolment related activities to study at TasTAFE. I have informed my current agent about the change. I understand my request is subject to approval from TasTAFE. I understand I may be contacted by TasTAFE staff for further verification.

TasTAFE is gathering your details on this form in compliance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to facilitate your transfer between registered providers. Your personal information will not be shared with any third party without your consent, except where authorized or mandated by law.

* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

|  |
| --- |
| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Office Use Only

|  |
| --- |
| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **TasTAFE International Delegated Officer** |
| **Position:** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

Record Number: DOC/24/154133