

Change of Agent Form

1. Student details

Name:	
Student ID:	
Address:	
Email:	
Mobile Number:	

2. Previous agent representative information

Name of previous agent:	
Branch location:	

3. Which of the following options best describes your situation:

1. ☐ Add an agent representative request

I applied directly through Innovative College. I am now seeking to appoint an agent representative

2. ☐ Change of Agent representative

I want to remove my previous agent representative and appoint a new agent representative

3. ☐ Remove an agent representative request

I no longer require an agent representative. I want to apply directly to Innovative College.

4. What is the reason for seeking a change of agent representative or removing an agent representative?

1. ☐ Agent representative provided incorrect or misleading information

2. ☐ Agent representative is not responsive to my request

3. ☐ Other (please explain)

5. New agent representative information

Name of new agency:

Branch location:

Email address:

Phone:

6. Please select the level of service (s) provided by your new agent representative:

1. Application Submission	2. Receiving an Offer	3. Acceptance of Offer	4. Confirmation of Enrolment	5. Visa Application
☐	☐	☐	☐	☐

7. Declaration

Students Declaration:

- I hereby certify that the information I have provided on this application form is correct and complete.
- I hereby certify that I have contacted my previous agent to notify them that I am now seeking representation by my new agent.
- I understand that this form replaces any previous advice I have provided regarding representation of my Innovative College application.
- I understand that Innovative College may disclose the personal information I have given in this application to both the Department of Education and Training (DET) and the Department of Immigration and Border Protection (DIBP) and that they will collect and store my personal information for use in connection with PRISMs.

Student Signature:

Date:

ADDING OR CHANGING AGENT REPRESENTATIVE (ADMISSIONS)

THIS FORM IS NOT AN APPLICATION FOR ADMISSION

Who should use this form?

- If you are engaging the services of an agent after you have already applied, you should use this form.
- If you are changing from one Innovative College agent to another during the application process, you should use this form.

Who should not use this form?

- If you have notified us on your application that you are using an agent, you should not use this form.
- If you are a current Innovative College student. You should not engage the services of an Innovative College agent; apply directly to Innovative College for any new course.

Please read these notes before completing the form.

1. You must lodge the completed form:

By email to admission@invcollege.edu.au

2. By engaging the services of an agent you agree to forward enquiries and communication through that agent. Your agent will contact Innovative College on your behalf. If you have enquiries about your application, you should contact your agent.

3. The outcome of your application will be sent to your agent as nominated by you. They will forward any communication from Innovative College to you.

4. If you change your nominated agent, the University will update your application record. If you decide to return to your previous agent, or change agent representative again, you must complete a new Adding or Changing Agent Representative form. All communication will be sent to the agent most recently nominated by you. We would advise you to select your agent carefully as this will ensure communications are sent to the correct agency.

5. If you choose to change agencies, it is helpful to us to tell us why. There is a small field on the front of this form to provide information on why you are changing agents. If the space provided is not enough, please attach a document outlining your reasons.

OFFICE USE ONLY				
Approved	Yes	☐	No	☐
Form received/acknowledged	INN Staff Name		Date	
Entered in RTOM/SMS	INN Staff Name		Date	

Innovative College Pty Ltd

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