

# CHANGE OF AGENT FORM

## About This Form

This form is to be utilised when a student wants to change their previous education agent and nominate a new agent for its future dealings with the Ashford College.

Ashford College permits students to request a change of agent once during their course of study. All requests are subject to approval, ensuring compliance with SRT0 2025 and ESOS National Code 2018.

By completing this form, you are notifying Ashford College of your intention to Change/nominate a new education agent.

## STUDENT DETAILS

Student Full Name

Student ID

Email

Phone

Course Enrolled

## DETAILS OF CURRENT AGENT

Name of Agent

Name of Contact  
Person

Address of the agent

Agent Code

Contact Number

Email Address

## DETAILS OF NEW AGENT

Name of Agent

Name of Contact  
Person

Address of the  
agent

Contact Number

Email Address

---

**STUDENT DECLARATION**

*I would like to nominate the above agency to represent me in my application to study Ashford College. I have informed my previous agent about the change. I understand my request is subject to approval from Ashford College. I understand I may be contacted by Ashford College staff for further verification.*

Student Signature		Date	
-------------------	--	------	--

**FOR ADMIN USE**

Approval	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Approved by
Application received date		Admin Officer Name
Notified to previous agent on		New Agent appointment process initiated by
Commission allocation		PRISM updated by
Student File update date		Student File updated by
Comments		