

CHANGE OF AGENT NOTIFICATION

CHOOSE YOUR COLLEGE:

Melbourne Metropolitan College

Langford English College

Student details

Please complete this form and send to admissions@mmc.edu.au / admissions@langford.edu.au

Student Name:	Title	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Mr
Student ID:	Date of Birth:	/	/		

Current Agent Details

Agency Name:	Agency Phone Number:
Agency Address:	
Agency Email Address:	
Did you inform your current agent of your intention to change agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your agent agree to the change of agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please explain why you would like to change your agency ?	

New Agent Details

Agency Name:	Agency Phone Number:
Agency Address:	
Agency Email Address:	
Agency staff member name:	

Student Declaration

- Please note it is the student's responsibility to advise their current agent of their request to change to a new agent before submitting this form.
- If you have already paid your fees and received a Confirmation of Enrolment (CoE) no commission will be paid to the new agent.

Student signature:	Date	/	/
--------------------	------	---	---

For office use only

Received by:	Date:	Outcome:	Notifications:
	/ /	Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	<input type="checkbox"/> Notify the Accounts department <input type="checkbox"/> Notify students via RTOM <input type="checkbox"/> Notify the new agent by email