



For-006 Change of Agent Request Form

Note: Canberra Valley Institute will process your agent request however requesting a change of agent during the application process may cause a delay in the Application outcome.
Your application will be subject to an assessment by Canberra Valley Institute's admission team. An interview, either by phone or in person, may be conducted by a college representative to assist with making the final decision.

Applicant details

Surname: _____ **Date of Birth:** ____/____/____

First Name: _____ **Student ID:** _____

Phone number: _____ **Email Address:** _____

Address: _____

Course Name: _____

Agent details

Current Agent: _____

Please write a short paragraph outlining the reason why you are requesting to change to another agent:

Nominated Agent: _____

Nominated Agent branch address: _____

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Please write a short paragraph outlining the reason why you believe this agent should be your nominated agent:

How did you find out about the new agent? (Web, word of mouth, contact by the agent, other):

Applicant declaration and signature

If this request is successful, I request that the above Nominated Agent act for and on my behalf in relation to my application to study at the Canberra Valley Institute.
I give my consent to the Canberra Valley Institute to disclose my personal information to the above Nominated Agent for the purposes of my application.

Student

signed: _____ **Date:** ____ / ____ / ____

Approved By:

(Print name) _____

Officer signed: _____ **Date:** ____ / ____ / ____

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