

APPOINTMENT/CHANGE OF AGENT REQUEST FORM



Use this form if you have already applied to study at Victoria University and wish to either:

- appoint an agent to represent you (if you have not previously appointed an agent); or
- change from one agent to another; or
- no longer be represented by an agent and wish to be a direct applicant.

Approval to appoint an agent or to change from one agent to another is subject to approval by Victoria University International (VUI) and is not automatic. After a full offer has been made, approval to change from one agent to another or to appoint an agent will only be granted in exceptional circumstances.

THE STUDENT MUST COMPLETE SECTIONS 1 – 4 OF THIS FORM BY THEMSELVES.

THE NEW AGENT COMPLETES SECTION 5.

THE STUDENT SHOULD RETURN THE COMPLETED FORM FROM THEIR EMAIL ADDRESS.

1. STUDENT DETAILS

(STUDENT TO COMPLETE)

FAMILY NAME:

GIVEN NAMES:

TITLE: MISS MRS MS MR DATE OF BIRTH: DAY / MONTH / YEAR GENDER: Female Male

STUDENT ID / TEMPORARY STUDENT ID (IF KNOWN):

2. AGENT DETAILS (TICK RELEVANT BOX)

(STUDENT TO COMPLETE)

I wish to appoint an agent to represent me

NAME OF AGENT:

BRANCH:

I wish to be represented by a different agent

CURRENT AGENT:

BRANCH:

NEW AGENT:

BRANCH:

I no longer wish to be represented by an agent and wish to deal with Victoria University directly

CURRENT AGENT:

BRANCH:

3. REASON FOR APPOINTMENT OF AGENT / CHANGE OF AGENT

(STUDENT TO COMPLETE)

Please state the reason you wish to appoint an agent, to change from one agent to another agent, or no longer wish to be appointed by an agent. After you have already received a full offer to study at Victoria University, approval to change or to appoint an agent will only be granted in exceptional circumstances. Approval is at the discretion of VUI, and is not granted automatically.

4. STUDENT DECLARATION

(STUDENT TO COMPLETE)

I, _____
(Applicant's full name in BLOCK LETTERS. If the applicant is under 18 years of age, the parent/guardian must complete this section)

- understand that by submitting this form, I:
 - am applying to appoint an agent to represent me (including changing from one agent to another agent); or
 - no longer wish to be represented by an agent.
- have completed this form by myself and without assistance from my agent;
- understand that approval to change agents or to appoint a new one is at VUI's discretion; that approval is not granted automatically;
- grant Victoria University International (VUI) permission to investigate the statements I have made in this application. I also permit VUI to take any action that it deems appropriate, based on the information that I have provided;
- understand that my current agent may be informed about my decision to change agents, should my request be approved; and
- have read, understood and accept the above conditions.

STUDENT SIGNATURE: _____ DATE: DAY / MONTH / YEAR

5. AGENT DECLARATION

(AGENT TO COMPLETE)

I, _____
(Agent employee's full name in BLOCK LETTERS)

- undertake to provide support to the student in an honest, ethical and responsible manner, in line with the ESOS Act (2000) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) requirements;
- will adhere to the terms of the Agency Agreement between Victoria University and my agency in representing the student;
- understand that approval to change agents or to appoint a new one is at the discretion of VUI, and that approval is not granted automatically; and
- have read, understood and accept the above conditions.

AGENT SIGNATURE: _____ DATE: DAY / MONTH / YEAR

6. VUI APPROVAL

(TO BE COMPLETED BY VUI)

- | | |
|---|---|
| <input type="checkbox"/> Approval granted | <input type="checkbox"/> Full commission |
| <input type="checkbox"/> Approval not granted | <input type="checkbox"/> Partial commission |
| <input type="checkbox"/> EAAMS record update | <input type="checkbox"/> Agent/student notified |

REASON FOR DECISION:

STAFF SIGNATURE: _____ DATE: DAY / MONTH / YEAR