



CHANGE OF AGENT REQUEST FORM

Incomplete form is not acceptable

Note: Student must complete and sign the form
Second agent must complete and sign the form

The completed form must be submitted to Kingsway Institute before a change of agent will be made to the Kingsway Institute database.

Please return the form by:

- Fax: + 61 2 9283 7588
- Email: enquiry@kway.nsw.edu.au

Student Section:

Student Number: _____ D.O.B _____
Given Name: _____ Family Name: _____
Course Applied For: _____

Reason (s) for change of **AGENT**

Sign: _____ Date: _____

Agent that has taken over the Application:

Name of Agent: _____
Case officer: _____

I understand that the student named above was previously assisted by another agent. By signing this I understand that I am taking over the responsibilities for this student's application.

Sign: _____ Date: _____

On receipt of the completed form,

1. The agent for this student will be changed in the Kingsway Institute Database form Agent 1 to Agent 2.
2. All future correspondence in relation to this application will then be sent to Agent 2.
3. Any commission payment due in relation to this application will be paid to Agent 2.