

## ECA Change of Agent Request Form

**INSTRUCTIONS: Complete and sign this form, and submit it to Education Centre of Australia with a signed [Education Centre of Australia Agency Agreement to Represent Form](#) signed by the preferred new Agent.**

**You may submit the forms in hard copy or via email.**

Family Name: ..... Given Name: .....

Student No: ..... Date of Birth: .....

Course: .....

Present Agent: .....

Reason(s) for Change of Agent

- If your present Agent agrees to the transfer please attach a [Release Letter](#) from your existing Agent to this Application.
- If you are making a Complaint about your existing Agent please complete and submit an Education Centre of Australia [Student Complaint Form](#) with this Application.

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Preferred new Agent (Selected from the list of Authorised Partners on the Education Centre of Australia Website)

Agency Company: .....

Agent's name: .....

Agent's Phone: ..... Email: .....

Attached Documents:

- [Release Letter](#) from present Agent YES / NO
- [Education Centre of Australia Student Complaint Form](#) (about your present Agent) YES / NO
- [Agency Agreement to Represent Form](#) from preferred new Agent YES / NO

Signature: ..... Date: .....

On receipt of the completed forms Education Centre of Australia will consider your application and inform you of the outcome within ten days of receiving the Application. If your application is approved your agent representation details will be changed in the Education Centre of Australia Agent Database.

NOTE: This Application will be considered and processed in accordance with Education Centre of Australia's Policy and procedure on Change of Agents.