



Nomination of Agent Form

USE THIS FORM:

- If you are engaging the services of an agent after you have already applied with Acknowledge Education (AE), or
- If you are changing from one AE agent to another.

**AE records will reflect the most recent request for representation. Do not submit multiple forms.*

Student Details

Family Name: _____ AE Student ID Number: _____

Given Names: _____ AE Offer ID Number: _____

Date of Birth: ____ / ____ / ____ (dd/mm/yyyy)

Email Address: _____ Phone: _____

Previous Agent Representative Information

Name of Agency: _____ Branch Location: _____

Email Address: _____ Phone: _____

Which of the following options below best describe your situation? Please select one:

- Add an agent representative request
I applied directly to AE. I am now seeking to appoint an agent representative.
- Change of agent representative request
I want to remove my previous agent representative and appoint a new agent representative.

What is the reason for seeking a change of agent representative?

New Agent Representative Information

Name of Agency: _____ Branch Location: _____

Email Address: _____ Phone: _____

Please select the level of service(s) provided by your new agent representative:

- Receiving an Offer Acceptance of Offer During Course
 Confirmation of Enrolment Visa Application

New Agent's Signature: _____ Date: ____ / ____ / ____ (dd/mm/yyyy)

Declaration

Student's Declaration:

- I hereby certify that the information I have provided on this application form is correct and complete.
- I hereby certify that I have contacted my previous agent to notify them that I am now seeking representation by my new agent.
- I understand that this form replaces any previous advice I have provided regarding representation of my AE application.
- I understand that Acknowledge Education (AE) may disclose the personal information I have given in this application to both the Department of Education, Skills and Employment and the Department of Home Affairs and that they will collect and store my personal information for use in connection with the Higher Education Information Management System (HEIMS) and PRISMs.

Student's Signature: _____ Date: ____/____/____ (dd/mm/yyyy)

Please read these notes before completing the form:

1. You must lodge the completed form by email to admissions@ae.edu.au
2. By engaging the services of an agent, you agree to forward enquiries and communication through that agent. Your agent will contact AE on your behalf. If you have enquiries about your application, you should contact your agent.
3. The outcome of your application will be sent to your agent as nominated by you. They will forward any communication from AE to you.
4. If you change your nominated agent, AE will update your application record. If you decide to return to your previous agent, or change agent representative again, you must complete a new Nomination of Agent form. All communication will be sent to the agent most recently nominated by you. We would advise you to select your agent carefully as this will ensure communications are sent to the correct agency.
5. If you choose to change agencies, it is helpful to us to tell us why. There is a small field on the front of this form to provide information on why you are changing agents. If the space provided is not enough, please attach a document outlining your reasons.

OFFICE USE ONLY

Form Received and Acknowledged

AE Officer Name: _____ Date: ____/____/____ (dd/mm/yyyy)

Entered on AE RTO Manager

AE Officer Name: _____ Date: ____/____/____ (dd/mm/yyyy)