



Education agent authorisation

Use this form to:

- Authorise a registered ANU education agency branch to act on your behalf for admission activities, such as submitting further applications and accepting offers. If this agency has already submitted your application for you, you don't need to use this form.
- Change from one registered ANU education agency branch to another to act on your behalf.
- De-authorise an education agency branch from acting on your behalf for admission activities so that they no longer act on your behalf.

To find a registered ANU education agency, please refer to: www.anu.edu.au/study/contacts

Section 1: Your details

Given name(s) _____ Family name _____
Date of birth _____ ANU ID or application number _____

- Your name must be your legal name as entered in your application form.
- Your ANU ID will be in the format 'u7654321'.
- Your application ID may be in one of the following formats: '987654321'; 'W1198765'; or '00654321'. You can find these on your application confirmation email or on your offer letter.

Section 2: Your change in authorisation

Which of the following options below best describes your situation?

- 'I don't currently have an education agency authorised to act on my behalf and I want to authorise one.'
• Provide details of the new agency below.
- 'I want to change the education agency currently authorised to act on my behalf to a different agency.'
• Provide details of both the new agency and your current agency below.
- 'I no longer authorise my current education agency to act on my behalf.'
• Provide details of your current agency below.

Section 3: Your agent's details

Current agency details

Current agency name _____ Branch/Location _____
Contact/Counsellor name (Optional) _____

New agency details (To be completed by new agent)

New agency name _____ Branch/Location _____

Contact/Counsellor
name _____

Branch email
address _____

The agency agrees to act on behalf of the above-mentioned applicant.

Agent
signature _____

Date _____

Section 4: Reasons for your change (if removing or changing agent)

When changing your education agent, it is helpful for us to understand the reasons why so that we can improve the experience for our applicants. Please indicate your reason(s) and provide details below.

- 'I have relocated and the new agency is more convenient for my new location.'
- 'My current agent provided incorrect or misleading information.'
- 'I am not satisfied with the service provided by the current agent.'
- Other reasons not listed above.

- *If the space provided is not enough, please attach a document outlining your reasons*

Section 5: Declaration

- *The information I have provided on this form is correct and complete.*
- *In the case that I no longer authorise my current education agency to act on my behalf, I have notified them of this change.*
- *In the case that I am authorising a new education agency to act on my behalf, I agree to ANU providing my personal information to this education agency, including information already provided to ANU.*
- *In the case that I am authorising a new education agency to act on my behalf, I understand that my new agency may act on my behalf on all admissions matters and that my new agency will receive communications from ANU on my behalf, including but not limited to: receiving application outcomes and offer letters; changing preference or intake; requesting further information about my application; accepting offers for admission; and receiving Confirmations of Enrolment.*
- *In the case that I am authorising a new education agency to act on my behalf, I agree to forward all enquiries and communication to ANU through that agency for them to contact the University on my behalf.*
- *I understand that ANU is bound by the Privacy Act 1988 of the Commonwealth of Australia, and that ANU collects and uses any personal information provided in accordance with the Act.*
- *I understand that ANU collects, retains, uses and discloses personal information about me to enable ANU to meet its operational requirements to me and its legal obligations, as detailed in the ANU Privacy Policy: https://policies.anu.edu.au/ppl/document/ANUP_010007*
- *I have read the ANU Privacy Policy and consent to the collection, retention, use and disclosure of my personal information as set out in the Policy.*
- *I authorise ANU to collect, receive, store, transfer and use all information in or connected with this form for training and/or research purposes. I give these authorities on the condition that all information provided pursuant to training and/or research purposes is de-identified.*

Your signature

Date

Parent/Guardian
signature

Date

- *If the applicant is under 18 years old*

Submitting this form

Submit this form by email to admissions@anu.edu.au