**Change of Agent Request Form**

*This form is to be filled out by the student and not the new agent. Please email completed form to Sofia at* [*slombos@columbiacollege.ca*](mailto:slombos@columbiacollege.ca)*.*

|  |  |
| --- | --- |
| **Student’s Information** | |
| Last Name |  |
| First Name |  |
| Columbia College Student ID # |  |
| Date of Birth |  |
| Email |  |
| **Original Agent’s Information** | |
| Name |  |
| Company Name |  |
| **New Agent’s Information** | |
| Name |  |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Reason(s) for changing agent |  |
| **Student declaration and signature** | |
| *I give Columbia College permission to disclose information to both my original and new agent if needed. I am aware the change of agent request is subject for approval.* | |
| Student’s Signature |  |
| Date Signed |  |

**Note: Request will not be processed if student has paid tuition fees (partial or full).**