NORQUEST COLLEGE

How to Change or Nominate an Education Agent

Overview

NorQuest College recognizes that international students may choose to work with an international education agent (agent) for support during the application and enrolment process. Students may nominate an agent, change their existing agent, or remove an agent, subject to the timelines below.

> Authorization is required: Before NorQuest College can share information with an agent or accept instructions from an agent, the student must submit the appropriate consent and authorization form.

Student Responsibility

Students are responsible for informing NorQuest College if they wish to nominate a new agent, change their existing agent, or remove an agent from their file.

How to Nominate or Change an Agent

Complete the Consent to Release Information and/or Third-Party Authorization Form.

- Email the completed form to the Office of the Registrar at admissions@norquest.ca; or
- upload the completed form to the College's Virtual Application System (VAS) when submitting a new application.

Choose the Appropriate Authorization

The form contains two separate authorizations. Students should complete the section or sections that match the access they want to provide.

1. Consent to Release Information

This section permits NorQuest College to share authorized student information with the agent, which may include:

- admission status;
- enrolment status;
- educational progress;
- financial information related to tuition fees or funding; and
- educational documents, such as transcripts or assessments.

2. Third-Party Authorization

This section permits the agent to take authorized actions on the student's behalf, which may include:

- submitting documents in support of an application for admission;
- cancelling an application for admission;
- selecting an alternate program if the student is not admitted to their first-choice program;
- withdrawing from a program of study; and
- dropping, adding, or swapping classes.

Complete this section if the agent will make decisions or provide instructions on your behalf. For example, a student who wants an agent to select an alternate program after being waitlisted must complete the Third-Party Authorization section.

When a Student Can Add or Change an Agent

Student situation	Applicable timeline
Applicant outside Canada	May add or change an agent until a study permit is issued.
Applicant in Canada	May add or change an agent until the first day of the program.
Current student	May change an agent when applying to a new program. A current student may request removal of an agent at any time.

How to Remove an Agent

To request that an agent be removed from a student record, email the Office of the Registrar at admissions@norquest.ca. The request should include the student's full name, student ID, the agent's name, and a clear statement requesting removal of the agent.

Important Considerations

- Submitting a new authorization may replace or change a previous authorization. Students should clearly identify the agent they are nominating or removing.
- NorQuest College will only share information or accept instructions within the scope of the authorization provided by the student.
- Students remain responsible for reviewing information and decisions related to their application, admission, enrolment, and studies.