



## MANITOBA INSTITUTE OF TRADES & TECHNOLOGY

### MITT Agent Change Policy

Effective June 15, 2021

#### Changing Agents

Applicants cannot change the agent on an existing application. If an applicant would like to work with a different agent, they must cancel their existing application(s) first, and then submit a new application with the new agent.

- Applicants who have already submitted an application to MITT but **have not yet received an admission decision/accepted an offer of admission** can change their agent by completing the [Agent Change Request form](#) and submitting it to [admissions@mitt.ca](mailto:admissions@mitt.ca) prior to submitting a new application.

\*The form must be submitted directly by the applicant. MITT will NOT accept the form if it is submitted by the agent. Submitting the Agent and Application Cancellation form will **cancel** all current applications to MITT and any progress made with these applications. Applicants must then submit a **new** application to MITT with their new agent. When submitting a new application, applicants will be subject to current program availability and will be required to resubmit all materials with the new application including:

- All required documentation
  - Signed Authorization of Release of Student's Information form
  - Updated program selection(s)
  - Payment of a new application fee
- If an applicant has already submitted an application to MITT **and has accepted an offer of admission** it is too late to change the agent. Agent changes are not permitted once a letter of acceptance has been issued to an applicant. *Applicants have the option of stopping an agent from accessing their application information and communicating with MITT on their behalf (see 'Removing Agent Authorization'), however this will still not allow a new agent to be added.*

If an applicant would like to submit a new application with a different agent, they will have to withdraw their admission by completing the [Student Withdrawal Form](#) and submitting it to [admissions@mitt.ca](mailto:admissions@mitt.ca). Any deposits paid will be forfeited.

**If a new application is submitted with a different agent before the existing application(s) are cancelled, the new application will be automatically cancelled. All application fees are non-refundable.**

*If there are circumstances surrounding the need to change agents that applicants want to discuss with MITT, they are asked to please contact [agent.relations@mitt.ca](mailto:agent.relations@mitt.ca) prior to moving forward with the change/cancellation process.*

#### Applying to another Program or Intake with a Different Agent

Applicants are only allowed to have one active agent on file at any given time, regardless of how many program applications they have. If another application is submitted with a different agent, this will be treated as a change of agent (see Question #1) and the same rules will apply.

## **Adding an Agent to an Existing Application Account (Active agent already on file):**

Applicants are only allowed to have one active agent on file at any given time, regardless of how many program applications they have. Adding a new agent to an applicant account where another agent already exists is not possible.

*Please review the section on 'Changing Agents' for information on removing an existing agent and adding a new agent to an applicant account. If a new application is submitted with a different agent, this will be treated in the same way as an agent change request.*

## **Adding an Agent to an Existing Application Account (No agent currently on file):**

Applicants who have already submitted an application to MITT are not permitted to add an agent to their existing application account, even if they are applying to another program or intake.

If an applicant insists on using an agent's services, they will need to complete the [Agent Change Request Form](#) and email the completed form to [admissions@mitt.ca](mailto:admissions@mitt.ca) directly. Please note that MITT will NOT accept the form submitted by an agent. Submitting the Agent and Application Cancellation form will cancel the current application to MITT and any progress made with this application. The applicant must then submit a new application to MITT with their new agent. They will be subject to the current program availability and will be required to resubmit all materials with the new application including:

- All required documentation
- Signed Authorization of Release of Student's Information form
- Updated program selection(s)
- Payment of a new application fee

**If a new application is submitted with an agent before the existing application(s) are cancelled, the new application will be automatically cancelled. All application fees are non-refundable.**

## **Removing Agent Authorization**

Applicants who would like to stop an agent from accessing their application information and communicating with MITT on their behalf, can complete the [Agent Authorization Removal Form](#) and email the completed form to [admissions@mitt.ca](mailto:admissions@mitt.ca) directly. This will not impact the admission process or enrolment with MITT. Admissions will not send further communications to the agent regarding the progress of the application.

Removing an agent's authorization will still not allow a new agent to be added to the applicant account. This would be still be considered a change of agent (*see section on 'Changing Agents'*).

*If there are circumstances surrounding a need to remove an agent's authorization that an applicant wants to discuss with MITT, they are asked to please contact [agent.relations@mitt.ca](mailto:agent.relations@mitt.ca) .*