



SWINBURNE
UNIVERSITY OF
TECHNOLOGY

APPLICATION TO ENROL BY PROXY

(Not applicable for International Student enrolments)



STUDENTS WILL BE HELD LIABLE FOR ALL ACTIONS TAKEN ON THEIR BEHALF BY THEIR PROXY.

- This form must be completed by you (the student) and the nominated proxy.
- This form must be presented at enrolment by the proxy.
- Your proxy must have an acceptable form of identification, ie Drivers Licence, Passport, Birth Certificate or Extract of Birth Certificate.
- Where subject choices need to be made, you should advise the proxy of their preferences.
- Your proxy must be able to pay all relevant fees on Enrolment Day by either cheque or credit card (Mastercard, Visa,) or EFTPOS only.
- To organise your Student ID Card, you will need to personally visit the Student Information Centre and bring with you the receipt for payment of enrolment fees.

SECTION 1 TO BE COMPLETED BY THE STUDENT

Family name: Given Names:

Address:

Suburb.....P/code..... Date of Birth:/...../.....

.....(proxy name) is authorised to enrol on my behalf in the following course

Course Name..... Course Code.....

for the academic year 20.....

I accept responsibility for all actions on my behalf by my authorised proxy and undertake to ensure that my enrolment has been satisfactorily completed.

The person named above will act as my proxy for my enrolment and will bring all copies of completed relevant forms to the Enrolment Session. I acknowledge that while I am an enrolled student I agree to be bound by the applicable standards of conduct, statutes, regulations, policies and procedures of Swinburne University and to the lawful instructions of the officers of the University. I agree to pay all fees, levies and charges directly arising from my enrolment.

Signature of Student: Date:

SECTION 2 TO BE COMPLETED BY THE PROXY

Proxy's Family Name: Proxy's Given Name:

Phone No: BH..... AH

Statement by Proxy:

I am prepared to act as proxy for the enrolment and payment of related fees.

Signature of Proxy: Date:

Office Use Only

Enrolling Officer has sighted Proof of Identify of Proxy. Yes No

Privacy

Swinburne University of Technology collects, uses and destroys your information in accordance with our Privacy Policy, which can be found at <http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2008/166>