

# ENROLMENT BY PROXY

Complete and sign this form if you are unable to attend your nominated enrolment session to authorise another person to enrol on your behalf. If you do not enrol by the prescribed date, you may incur a late fine.

TAFE APPRENTICES AND TRAINEES – If you are enrolling under the Apprenticeship Training Scheme you should contact your teaching department to determine if enrolment by proxy is permitted.

## INSTRUCTIONS FOR STUDENT

1. Complete the Enrolment by Proxy form and nominate your proxy where indicated.
2. Complete the statistical information on this form.
3. Your proxy must attend the enrolment session as advised by your College/School/Department. If your enrolment is not completed on the nominated date, you may lose your place.
4. Provide your proxy with everything necessary to complete your enrolment, see listed below what your proxy needs to take with them.
5. For HECS/FEE-HELP/VET FEE-HELP students: you must complete and sign the appropriate Request for Commonwealth Support HECS-HELP, Request for FEE-HELP Assistance or Request for VET FEE-HELP Assistance form and attach it to this form. **Your proxy is not authorised to sign these forms on your behalf.** You may collect the forms and information booklets from any Student Service Centre or College/School offices or access the forms at [www.goingtouni.gov.au](http://www.goingtouni.gov.au), prior to enrolment day. If the proxy collects these at the enrolment centre on enrolment day, the completed form is to be handed in at a Student Service Centre prior to the first Census date.
6. You must ensure that any fees are paid on the day of enrolment, or by the due date on your invoice or your enrolment may be discontinued.
7. Obtain from your proxy all information which they are given on enrolment day, including your Statement of Account (paid or unpaid).
8. It is your responsibility (not the Proxy) to ensure that you are enrolled in the correct Units of Study, prior to Census date.

## INSTRUCTIONS FOR PROXY

1. On the advised date and time of enrolment, please bring the following:
  - Completed and signed Enrolment by Proxy form
  - The letter advising of the enrolment session time and location (new students only)
  - Proof of your identity (drivers licence, passport, etc)
  - Proof of the student's Australian Citizenship or Permanent Residency status (original or certified copies)
  - Completed Request for Commonwealth Support HECS-HELP, Request for FEE-HELP or Request for VET FEE-HELP Assistance form
  - For a Vocational/Further Education enrolment, if fees concession is to be requested, current Health Care Card or Pension Card must be presented (original or certified copy)
  - If the student's fees are to be paid by an employer or other agency, a completed Sponsor Agreement Form (Internal or External) must be submitted
  - Payment for enrolment fees
2. When you have completed the enrolment form with the College/School/Department staff, you will be advised to proceed to either a Data Entry Enrolment centre or a Student Service Centre. The student's enrolment details will be entered and a Statement of Account will be available through Student Connect.
3. Pay the enrolment fees at a Student Service Centre. Alternatively, students may pay fees by the due date on the Statement of Account by phone through Aus Post 13 18 16, electronically using BPAY or at Australia Post Offices or a National Australia Bank anywhere in Australia. The enrolment fees must be paid by the due date or the enrolment will be cancelled.
4. Ensure all information, paperwork or documentation received by you on enrolment day is given to the student as soon as possible.

Please write in BLOCK LETTERS using a black or blue pen.

FAMILY NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

GIVEN NAME: \_\_\_\_\_

STREET NUMBER AND NAME: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_ STUDY YEAR: \_\_\_\_\_

CONTACT \_\_\_\_\_ STUDENT SERVICE CENTRES \_\_\_\_\_

**PRIVACY INFORMATION**

We collect your personal information in accordance with the Privacy Statement for students ([www.vu.edu.au/current-students/student-essentials/commonly-used-forms](http://www.vu.edu.au/current-students/student-essentials/commonly-used-forms)) and the Privacy Policy ([www.vu.edu.au/privacy](http://www.vu.edu.au/privacy)).

**STATISTICAL INFORMATION**

**SECTION 1 – All students must complete**

**Q1 Do you consider yourself to have a disability, impairment or long-term medical condition?**

No     Yes.     would like information about available services

Acquired Brain Impairment     Hearing/Deaf     Intellectual     Learning  
 Medical     Mental Illness     Mobility     Physical  
 Vision     Other

**SECTION 2 – All HE and Diploma and above students must complete**

<p><b>Q1 Are you of Aboriginal or Torres Strait Islander origin?</b></p> <p> <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander  <input type="checkbox"/> Yes, Aboriginal  <input type="checkbox"/> Yes, Torres Strait Islander  <input type="checkbox"/> Yes, Both Aboriginal and Torres Strait Islander         </p>	<p><b>Q2 What is your Citizenship and Residence Status?</b></p> <p> <input type="checkbox"/> Australian Citizen    <input type="checkbox"/> New Zealand citizen living in Australia  <input type="checkbox"/> Australian Student Visa holder    <input type="checkbox"/> Temporary Protection Visa (785) holder  <input type="checkbox"/> Permanent resident (other than Humanitarian Visa)              Date granted: DD/MM/YYYY    Expiry Date: DD/MM/YYYY  <input type="checkbox"/> Permanent Humanitarian Visa holder              Date granted: DD/MM/YYYY    Expiry Date: DD/MM/YYYY  <input type="checkbox"/> Temporary Visa Holder    Sub class: _____              Date granted: DD/MM/YYYY    Expiry Date: DD/MM/YYYY  <input type="checkbox"/> Other         </p>
<p><b>Q3 If you have Permanent Residence status, which statement best describes your circumstance?</b></p> <p> <input type="checkbox"/> Permanent Residence does not apply to me  <input type="checkbox"/> I am residing in Australia during the semester OR outside Australia as per the course requirement  <input type="checkbox"/> I am residing outside Australia for the semester  <input type="checkbox"/> On enrolment day I had permanent residency for more than 12 months         </p>	<p><b>Q4 In what country is your permanent home residence?</b></p> <p> <input type="checkbox"/> Australia, Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <b>OR</b>  <input type="checkbox"/> Overseas, name of country _____         </p>
<p><b>Q5 In what country is your residence during the year?</b></p> <p> <input type="checkbox"/> Australia, Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>  <b>OR</b>  <input type="checkbox"/> Overseas, name of country _____         </p>	<p><b>Q6 In what country were you born?</b></p> <p>_____ Year of Arrival: _____</p>
<p><b>Q7 Do you speak a language other than English at Home?</b></p> <p> <input type="checkbox"/> No    <input type="checkbox"/> Yes, Language _____         </p>	<p><b>Q8 Where was your permanent home residence during year 12?</b></p> <p>Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Suburb/Town: _____</p>
<p><b>Q9 What was the highest level of education completed by your Parent /Guardian # 1 and your Parent/Guardian # 2</b></p> <p>Parent/Guardian #1 <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> F    Parent/Guardian #2 <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> F</p> <p><b>#1 #2</b></p> <p> <input type="checkbox"/> Postgraduate Qualifications (eg. Masters, PhD)  <input type="checkbox"/> Bachelor Level Qualifications  <input type="checkbox"/> Other Post School Qualifications (eg. VET/TAFE Certificate,  <input type="checkbox"/> Associate Degree or Diploma)  <input type="checkbox"/> Completed Year 12 schooling or equivalent  <input type="checkbox"/> Did not Complete Year 12 schooling or equivalent  <input type="checkbox"/> Completed Year 10 schooling or equivalent  <input type="checkbox"/> Did not Complete Year 10 schooling or equivalent  <input type="checkbox"/> Don't Know         </p>	<p><b>Q10 What was your highest educational participation prior to commencement?</b></p> <p> <input type="checkbox"/> A complete Higher Education postgraduate level course  <input type="checkbox"/> A complete Higher Education bachelor level course  <input type="checkbox"/> A complete Higher Education sub-degree level course  <input type="checkbox"/> An incomplete Higher Education course  <input type="checkbox"/> A complete final year of secondary education course at school or TAFE  <input type="checkbox"/> Other qualification, complete or incomplete  <input type="checkbox"/> No prior educational attainment  <input type="checkbox"/> A complete VET award course  <input type="checkbox"/> An incomplete VET award course         </p> <p style="text-align: right;">Year completed _____</p>




**TAFE APPRENTICE, TRAINEE, SPONSORED, VETIS AND VCAL STUDENTS ONLY**

I authorise for my results, attendance and progress pertaining to this enrolment to be released to my employer/sponsor or secondary school.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**PLEASE ENSURE YOU HAVE COMPLETED ALL STATISTICAL QUESTIONS ON THIS FORM**

I authorise the person indicated below (proxy) to enrol me into the Course indicated above and the nominated Units of Study and if required to complete and lodge an application for Fee Extension. I have read the Privacy statement on page one of this form and authorise my proxy to provide such personal and sensitive details on my behalf. I also authorise Victoria University to discuss my enrolment and related details with my proxy for the purpose of completing the enrolment process. I understand that it is my responsibility to obtain, from my proxy, the Statement of Account and ensure that I am enrolled in the correct units of study/modules/credit points/loading/etc for each teaching period as soon as possible (and prior to any relevant Census date). As a condition of my enrolment, I agree to abide by the regulations of Victoria University.

**PROXY NAME:** \_\_\_\_\_

**PROXY SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_