

## ENROLMENT BY PROXY

### A47

Complete and sign this form if you are unable to attend your nominated enrolment session to authorise another person to enrol on your behalf.

#### INFORMATION AND INSTRUCTIONS

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 relevant [TAFE](#) or [Higher Education](#) statistics form.
3. Your proxy must attend the re-enrolment session as advised by your Faculty/School or department. If your re-enrolment is not completed on the nominated date, you will 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 form 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 Faculty/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 your fees are paid on the day of enrolment, or by the due date (this can be within 7 days) or your enrolment will be cancelled.
7. Obtain from your proxy, all information which they are given on enrolment day, including your Enrolment Offer/Invoice (paid or unpaid).
8. It is your responsibility (not the Proxy's) to ensure you are enrolled in the correct Units of Study, prior to Census Date.

#### INSTRUCTIONS FOR PROXY

You must attend on the advised date and time.

1. On the day of enrolment, please bring the following:
  - Completed and signed Enrolment by Proxy form
  - Completed [TAFE](#) or [Higher Education](#) Statistics form.
  - The letter advising of the enrolment session time and location
  - Proof of your identity (drivers licence, passport, etc)
  - Proof of the student's Australian Citizenship or Permanent Residency status and
  - 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 to be requested, current Health Care Card or Pension Card must be presented
  - If the student's fees are to be paid by an employer or other agency, a A91 Sponsorship Agreement Form – External available from <http://www.vu.edu.au/forms>
  - Payment for enrolment fees
2. When you have completed the enrolment form with the Faculty/School or 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 onto the Student System and you must collect the invoice (called an Enrolment Offer) prior to leaving.
3. Pay the enrolment fees at a Student Service Centre. Alternatively, students may pay fees by the due date on the Enrolment Offer/Invoice by phone through AusPost 13 18 16, electronically using BPAY on the Internet, 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, including the Enrolment Offer/Invoice (paid or unpaid), received by you on enrolment day, is given to the student as soon as possible.

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#### CONTACT

Enquiries ASKVU [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu)  
 Phone +613 9919 6100  
 Web [www.vu.edu.au/students](http://www.vu.edu.au/students)

#### STUDENT SERVICE CENTRES

City Flinders	Newport
City King	St Albans
Footscray Nicholson	Sunshine
Footscray Park	Werribee
Melton	

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#### PRIVACY INFORMATION

The personal information we collect on this form is required to enable Victoria University to provide services to you as an enrolled student of the University. You can access your personal information by contacting us at [www.vu.edu.au/askvu](http://www.vu.edu.au/askvu) or +613 9919 4000.

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 ([wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF](http://wcf.vu.edu.au/GovernancePolicy/PDF/POU090123000.PDF))

# ENROLMENT BY PROXY - A47

Please read the information and instructions on the reverse of this form carefully before you complete the details. Please write in BLOCK LETTERS.

FIRST NAME: \_\_\_\_\_ STUDENT ID: S \_\_\_\_\_

FAMILY NAME: \_\_\_\_\_ DATE OF BIRTH: / /19 \_\_\_\_\_

OTHER NAMES: \_\_\_\_\_ STUDY YEAR: 20 \_\_\_\_\_

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

MAILING ADDRESS: \_\_\_\_\_

HAVE YOU CHANGED YOUR ADDRESS? IF YES, PLEASE ALSO SUBMIT A PERSONAL DETAILS AMENDMENT FORM \_\_\_\_\_

Are you an International Onshore student? (please tick)  YES  NO

**PLEASE NOTE:** You must enrol for Semesters 1 and 2. If enrolling for Semester 1 only please consult with your course coordinator, department head or school prior to enrolling.

UNIT OF STUDY DETAILS (Please ensure the Unit of Study codes and titles are CORRECT and written in BLOCK LETTERS)

UNIT OF STUDY CODE	UNIT OF STUDY TITLE	SEMESTER	CAMPUS	TUTORIAL GROUP

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 complete the relevant TAFE or Higher Education Statistics form.

### Student declaration

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 the reverse 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 Enrolment Offer/Invoice and ensure that I am enrolled in the correct units of study/modules/credit points/loading etc for each semester as soon as possible (and prior to any relevant Census dates). As a condition of my enrolment, I agree to abide by the regulations of Victoria University.

PROXY NAME: (in BLOCK LETTERS) \_\_\_\_\_

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

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