SECTION 1 – TO BE COMPLETED BY THE STUDENT

I (name of student) 

authorise (name of proxy) 

to enrol on my behalf in

the academic program of (program name) (program code) 

for the academic year 20 

I accept responsibility for all actions carried out on my behalf by my authorised proxy (including decisions related to fees). I also undertake to ensure my enrolment has been satisfactorily completed prior to the relevant census date.

The person named below has agreed to forward copies of relevant enrolment paperwork to me. I acknowledge that while I am an enrolled student I am subject to the published statutes, regulations, policies and procedures of RMIT University available at www.rmit.edu.au/policies/student.

I am aware my enrolment details can be checked by logging in to myRMIT at www.rmit.edu.au/myrmit prior to enrolment (current students only).

Signature of student 

Date (dd/mm/yyyy) 

Please ensure you clear any debts before issuing this form to your authorised proxy.

SECTION 2 – TO BE COMPLETED BY THE PROXY

I (name of proxy) 

hereby agree to act as proxy for (name of student) 

only for enrolment into the above program.

Signature of proxy 

Date (dd/mm/yyyy) 

NOTE: You will be required to present proof of identity at enrolment.
Student responsibilities

To secure your place at RMIT University you must enrol each year.

If you are not able to attend your enrolment session you can arrange a ‘proxy’ – a person you authorise – to enrol on your behalf on the date specified in your offer letter/enrolment notification.

Your proxy must attend the enrolment session.

Please provide your proxy with the following:
• a signed copy of the Application to enrol by proxy form or a proxy letter
• your RMIT student number (printed on your enrolment notification)
• the name and code of the RMIT program in which you are enrolling
• the time, date and location of your enrolment session
• your full name and date of birth
• your permanent home and mailing addresses
• your telephone number
• your enrolment deadline.

You are responsible for all actions undertaken on your behalf by your proxy. You need to:
• ensure that your enrolment is correct and vary it if required
• ensure that your fees are paid
• be aware of and observe the enrolment deadlines
• supply proof of citizenship (commencing higher education students only).

Proxy responsibilities

You are representing a student at an enrolment session for an RMIT University program. The student you are representing will give you all the information listed under Student responsibilities – please bring this information to the enrolment session along with proof of your own identity (i.e. your driver licence).

Please ensure you take the following steps.

1. Attend the student’s enrolment session.
2. At the enrolment session receive information on which courses the student you are representing needs to enrol in for the academic year.
3. Enrol on the student’s behalf on the day of the enrolment session via the paper-based enrolment process.
4. Forward the information you received at the enrolment session and copies of all enrolment documents to the student you are representing.

Paper-based enrolment

This form (or proxy letter) is to accompany the hard copy enrolment form which will be supplied to you at the enrolment session.

Complete the enrolment form with the relevant classes authorised by the partner institute and clearly mark the form ‘Proxy’.

Contact details

For information about the enrolment process, please refer to the contact person at your partner institute. For more information go to the Offshore student information and resources webpage at www.rmit.edu.au/students/offshore.