RMIT UNIVERSITY

Application to enrol by proxy

PERSONAL DETAILS

Please complete using blue or black ink.

Student no. | Date of birth (dd/mm/yyyy)

Family name | Given name

Program name | Program code

School | Student contact number

Academic career ☐ Prep ☐ TAFE ☐ Undergraduate ☐ Postgraduate ☐ Research

This form must be completed by the student and the nominated proxy.

This completed form must be presented by the nominated proxy when receiving program or enrolment information and when completing any part of the enrolment process on behalf of the student. A copy of this completed form must be attached to any enrolment paperwork submitted on behalf of the student.

Proxies are not permitted to enrol online on behalf of a student. If a student is unable to enrol in person and sends a nominated proxy, the proxy must enrol via the paper-based process at the Hub.

Commencing international students cannot enrol by proxy.

Commonwealth supported (HECS) and HELP Loan students please note: In accordance with the *Higher Education Support Act 2003* you are responsible for ensuring that an original *Request for Commonwealth Support and HECS-HELP* form or a *Request for FEE-HELP Assistance* form or a *Request for VET FEE-HELP Assistance* form, signed by you, is submitted to the Hub on or before the relevant census date. Failure to provide your form by the census date will result in cancellation of your enrolment or ineligibility for a FEE-HELP/VET FEE-HELP loan. Forms can be obtained from the Hub on your campus or via Enrolment Online.

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 at **www.rmit.edu.au/results** 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.

Office use only
Hub date stamp

PROXY ENROLMENT

Student responsibilities

To secure your place at RMIT University you must enrol each year. If your program requires you to enrol online you can do so from anywhere via the internet.

If you are not able to attend your program information session you can arrange a 'proxy'—a person you authorise to receive academic advice on your behalf. You can then enrol online yourself by the deadline specified in your offer letter/ enrolment notification.

If you are unable to enrol online yourself (e.g. due to a disability) you will need to enrol via the paper-based process.

Note that commencing onshore international students cannot enrol by proxy.

Your proxy must attend the program information session. Your proxy cannot be an RMIT staff member.

Please provide your proxy with the following:

- a signed copy of the *Application to enrol by proxy* form or a proxy letter, available from the Hub and at **www.rmit.edu.au/students/enrolment/proxy**
- your RMIT student number (in your enrolment notification)
- the RMIT program you are enrolling into
- the time, date and location of your program information session
- information about your enrolment method (Enrolment Online or the paper-based process)
- your full name and date of birth
- your permanent home and mailing addresses
- your telephone number
- your enrolment deadline.

Your proxy cannot enrol online for you — only you can enrol online. Under no circumstances should you give your Enrolment Online login details to another person. If you are unable to enrol online yourself (e.g. due to a disability) your proxy can enrol on your behalf via the paper-based process.

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
- collect/update your student card and diary from the Hub
- ensure that your fees are paid
- be aware of and observe the enrolment deadlines and important dates
- declare your citizenship/immigration status before the census date
- submit a new *Commonwealth Assistance form* for your relevant funding or HELP loan.

Proxy responsibilities

You are representing a student at a program information session prior to enrolment at RMIT. The student you are representing will give you all the information outlined under Student responsibilities. Please bring this information to the program information 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 program information session.
2. Receive information on which courses the student you are representing needs to enrol in for the academic year at the program information session.
3. Forward the information to the student you are representing so that they can enrol online.
4. If the student you are representing is unable to enrol online or attend their program information session and enrol via the paper-based process (e.g. due to a disability), you can enrol on their behalf on the day of the program information session via the paper-based process.

Please note that under no circumstances should you enrol online for someone else.

Paper-based enrolment

At the scheduled program information session school staff will provide you (the proxy) with an *Enrolment variation* form, completed with the relevant classes, authorised by the school and clearly marked 'EOL Proxy'.

Please proceed to the Hub with the *Enrolment variation* form, the completed *Application to enrol by proxy* form (or proxy letter) and your ID to enrol on behalf of the student.

The Hub will supply you with an enrolment form to complete.

To enrol you must complete the enrolment form and submit all paperwork to the Hub by the deadline in the offer letter/ enrolment notification.

If you have general queries, please call the Student Administration Support Line on tel. +61 3 9925 8980 during business hours.

www.rmit.edu.au/students/enrolment

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