

STUDENT SERVICES HUB

PROXY ENROLMENT FORM

This form is provided for a student who is unable to attend Enrolment or Interview sessions to enrol in courses/subjects offered by the Students Services Hub.

The proxy enrolment form must be completed and lodged at the time of enrolment or interview. Original documentation must be submitted with the required completed enrolment forms, at the time of enrolment by the person appointed as the agent of a student who is unable to attend the enrolment session(s) personally.

Enrolment will not be successful unless the student, or their agent, attends the enrolment session(s) and completes all formalities.

A. Details of student wanting to complete their enrolment process through their agent:

Name of Student:

Student ID Number:

Current Course of Study (if applicable):

Student Contact Phones:

Postal Address of Student:

Students signature: _____

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B. Details of the person appointed by the above student as their agent for all enrolment purposes

Name of Agent:

Relationship to Student:

Agent Contact Phones:

Agents Address:

Agents Signature: _____

Note:

If original documentation is not available, proxy enrolment authorisation must be accompanied by copies of Photo ID and Proof of Permanent Residency of Student wishing to enrol. Student must bring original copies to the Student Services Hub, Room D29 D Block Reid Campus for confirmation on first day of classes.