

ENROLMENT BY PROXY



VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

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 Faculty/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 Faculty/School offices or access the forms at 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 Faculty/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

Enquiries ASKVU www.vu.edu.au/askvu
Phone +613 9919 6100
Web www.vu.edu.au/students

STUDENT SERVICE CENTRES

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

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) and the Privacy Policy (www.vu.edu.au/privacy).

SECTION 1 – All students must complete

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| Q1 | Do you consider yourself to have a disability, impairment or long-term medical condition? <input type="checkbox"/> No <input type="checkbox"/> Yes. | | | |
| | <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Medical <input type="checkbox"/> Vision | <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Mental Illness <input type="checkbox"/> Other | <input type="checkbox"/> I would like information about available services <input type="checkbox"/> Intellectual <input type="checkbox"/> Mobility | <input type="checkbox"/> Learning <input type="checkbox"/> Physical |

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

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| Q1 | Are you of Aboriginal or Torres Strait Islander origin? <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 | Q2 | What is your Citizenship and Residence Status? <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 |
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| Q3 | If you have Permanent Residence status, which statement best describes your circumstance? <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 | Q4 | In what country is your permanent home residence? <input type="checkbox"/> Australia, Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> OR <input type="checkbox"/> Overseas, name of country _____ |
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| Q5 | In what country is your residence during the year? <input type="checkbox"/> Australia, Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> OR <input type="checkbox"/> Overseas, name of country _____ | Q6 | In what country were you born? _____ Year of Arrival: _____ |
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| Q7 | Do you speak a language other than English at Home? <input type="checkbox"/> No <input type="checkbox"/> Yes, Language _____ | Q8 | Where was your permanent home residence during year 12? Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Suburb/Town: _____ |
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| Q9 | What was the highest level of education completed by your Parent /Guardian # 1 and your Parent/Guardian # 2 Parent/Guardian 1: <input type="checkbox"/> M <input type="checkbox"/> F Parent/Guardian 2: <input type="checkbox"/> M <input type="checkbox"/> F #1 #2 <input type="checkbox"/> <input type="checkbox"/> Postgraduate Qualifications (eg. Masters, PhD) <input type="checkbox"/> <input type="checkbox"/> Bachelor Level Qualifications <input type="checkbox"/> <input type="checkbox"/> Other Post School Qualifications (eg. VET/TAFE Certificate, Associate Degree or Diploma) <input type="checkbox"/> <input type="checkbox"/> Completed Year 12 schooling or equivalent <input type="checkbox"/> <input type="checkbox"/> Did not Complete Year 12 schooling or equivalent <input type="checkbox"/> <input type="checkbox"/> Completed Year 10 schooling or equivalent <input type="checkbox"/> <input type="checkbox"/> Did not Complete Year 10 schooling or equivalent <input type="checkbox"/> <input type="checkbox"/> Don't Know <input type="checkbox"/> <input type="checkbox"/> Not Applicable | Q10 | What was your highest educational participation prior to commencement? 02 <input type="checkbox"/> A complete Higher Education postgraduate level course 03 <input type="checkbox"/> A complete Higher Education bachelor level course 04 <input type="checkbox"/> A complete Higher Education sub-degree level course 05 <input type="checkbox"/> An incomplete Higher Education course 07 <input type="checkbox"/> A complete final year of secondary education course at school or TAFE 08 <input type="checkbox"/> Other qualification, complete or incomplete 09 <input type="checkbox"/> No prior educational attainment 10 <input type="checkbox"/> A complete VET award course 11 <input type="checkbox"/> An incomplete VET award course Year completed _____ |
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| Q11 | In which year did you leave your secondary school? _____ |
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SECTION 3 – All TAFE students must complete

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| Q1 | Do you speak a language other than English at Home? <input type="checkbox"/> No <input type="checkbox"/> Yes, Language _____ How well do you speak English? <input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all | Q2 | In what country were you born? _____ |
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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 _____