

# APPLICATION TO ENROL BY PROXY

(Not applicable for International Enrolments)



## STUDENT INSTRUCTIONS

You will be held liable for all actions taken on your behalf by your proxy. If your enrolment is not completed on the nominated date, you will lose your place. You will need to personally visit the Student Information Centre to organise your ID Card after enrolment by your Proxy.

- **Complete Section 1 of the Enrolment by Proxy Form and Nominate your Proxy.**  
Write your Name, Address, Date of Birth, Program Title and Proxy's Full Name.
- **Enter your Unit of Study Selection.**  
Choose and enter your unit of study preferences on the Proxy form at Section 1. Please contact your Program Coordinator if you need advice. Program Coordinator contact details can be found at [www.swinburne.edu.my](http://www.swinburne.edu.my).
- **Sign the Student Enrolment Declaration.**  
Read, then sign and date the student enrolment declaration at the end of Section 1.
- **Inform your Proxy how you wish to pay your Tuition Fee.**  
This form must be signed by you, but the proxy can submit it on your behalf at enrolment. If you are intending to defer your fees and pay later through instalment or loans or scholarships. If you are paying your fees upfront, you must pay your fees within 7 working days from the semester commencement.
- **Provide Proof of Citizenship (ALL Students).**  
All students must supply current proof of citizenship at the time of enrolment. This must be in the form of an original and certified copy of student's current passport or birth certificate or citizenship documentation.

## SECTION 1 STUDENT TO COMPLETE

Family name: ..... Given Names: .....

Address: .....

Suburb: ..... Post code: ..... Date of Birth: ...../...../.....

I authorise (Enter Proxy's Full Name here) ..... to enrol on my behalf in the following  
Course (Enter Program Title here) .....

Program Code ..... for the academic year 20 .....

PROGRAM CODE		PROGRAM TITLE					
Sem/ Term	Unit of Study Code	Unit of Study Title	Stage	Sem/ Term	Unit of Study Code	Unit of Study Title	Stage
Winter Term (OPTIONAL)							

### Student Enrolment Declaration

I declare that the information entered on this form is, to the best knowledge, true, correct and complete.

I agree to be bound by the standards of conduct, statutes, regulations, policies and procedures of the University, including any variations to these that the University makes from time to time.

I understand that:

- My personal **information** will be collected and used for the purpose set out in the University policies.
- I understand that the University will correspond with me by electronic means.

I confirm that I have met the prerequisite requirements for the units of study which I am enrolling. I shall not hold the University or its officials to be liable or responsible for any errors made by me in the selection and enrolment of units.

Signature of Student: ..... Date: .....

## CHECKLIST FOR THE STUDENT

<input type="checkbox"/> Personal details completed by you the student.	<input type="checkbox"/> Request for Loans / Scholarships or Instalment Plan and forms completed and signed by you the students.
<input type="checkbox"/> Program title and code completed by you the student.	<input type="checkbox"/> Current Proof of Citizenship provided at the enrolment session.
<input type="checkbox"/> Unit of study selection preferences entered by you the student.	<input type="checkbox"/> Provide your Proxy with everything required to complete your enrolment. See Section 2 Checklist for the Proxy.
<input type="checkbox"/> Student Enrolment Declaration signed by you the student.	

**Please Turn Over Page**

## PROXY INSTRUCTIONS

By acting as a Proxy you are responsible for all actions undertaken at the enrolment session on behalf of the student.

- **Complete Section 2 of the Enrolment by Proxy Form.**  
Write your Family Name, Given Name and Phone Numbers.
- **Sign the Declaration by Proxy.**  
Read, then sign and date the 'Declaration by Proxy' at the end of Section 2.
- **Provide Proof of Identification.**  
Acting as a Proxy you must have an acceptable form of identification eg. Driver's Licence or Passport or Birth Certificate or Extract of Birth Certificate.
- **Bring this completed form and the relevant documentation to the Enrolment Session.**
- **Attendance is required by the Proxy for the entire enrolment session, until the enrolment process is completed.**

## SECTION 2 PROXY TO COMPLETE

Proxy's Family name: ..... Proxy's Given Names: .....

Phone No: HP..... Office:..... House: .....

### Declaration by Proxy:

I agree to act as proxy for the enrolment and payment of related fees.

Signature of Proxy:..... Date:.....

## CHECKLIST FOR THE PROXY

<input type="checkbox"/> Personal details completed by you the Proxy.	<input type="checkbox"/> Appropriate Identification by you the Proxy to take to the enrolment session.
---	--

<input type="checkbox"/> Declaration by Proxy signed by you the Proxy.	
--	--

What to Bring to the Enrolment Session:

- Completed and signed Proxy Enrolment form. Sections 1 completed and signed by the students. Section 2 completed and signed by the Proxy.
- The letter advising of the enrolment session date, time and location.
- Proof of your identity (Driver's Licence, Passport or Birth Certificate).
- Proof of the student's Permanent Residency status (ALL students) or International students.
- Completed and signed loans or scholarship form or Instalment Plan form. Signed by the student (CANNOT be signed by the Proxy).

## Office Use Only

Proof of identity of Proxy sighted.

Yes  No

Proof of student's Citizenship sighted.

Yes  No

## Privacy Statement

Swinburne University of Technology collects and uses your information in accordance with our University's Policies, which can be viewed at [www.swinburne.edu.my](http://www.swinburne.edu.my).