

(Medicine students must contact the Faculty of Medicine, Nursing and Health Sciences on 03 9905 4301.)

If you cannot attend your Enrolment Day session you should use this form to indicate who you have authorised to act on your behalf. You must complete the information below and the form must be signed by both yourself and your proxy.

If you have been offered a Commonwealth support place (CSP) in a course you **cannot** have your proxy complete the Request for Commonwealth support and HECS-HELP Form – you must complete and sign the form. Your proxy will be given a letter on Enrolment Day to forward to you to advise of any other requirements (eg photo for Student ID Card) that need to be completed.

Title: Mr, Ms, Mrs	Surname:	
Given Name(s):		
Course Code:	Course Title:	
Campus:	CSP or Full-fee Offer (please circle one)	

Checklist of Documentation for Proxy

- VTAC Offer Letter
- Second copy of completed 'Authorisation for Proxy Enrolment'

To be Signed by both Student and Proxy

I hereby authorise _____ to act as proxy for my enrolment at Monash University. I have read the University's statement on privacy and the purposes for which my personal information will be used (available at <http://www.privacy.monash.edu.au/>). I agree to be bound by the Statutes, regulations and policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment. I consent to receiving information electronically and agree to access the correspondence of my Monash University email account on a regular basis.

Student Signature: _____ Date: _____

Proxy's Signature: _____ Date: _____

Proxy's Contact Details: BH _____ AH _____

The information on this form is collected for the primary purpose of providing your approval for a third party to enrol on your behalf. Other purposes of collection include confirming your authorisation. If you choose not to complete all the questions on this form, it may not be possible for Monash University to allow your proxy to enrol on your behalf. Personal information may be also be disclosed to and collected from your authorised proxy. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at: privacyofficer@adm.monash.edu.au