



Navitas College of Public Safety
 Higher Education Division

Application to Enrol By Proxy

This form must be completed by the enrolling/re-enrolling student and the nominated proxy.
 This form must be presented at enrolment or re-enrolment by the proxy.

SECTION 1 - TO BE COMPLETED BY THE ENROLLING/RE-ENROLLING STUDENT

Student ID (only applicable to re-enrolling students): _____

VTAC Number (only applicable to new students): _____

Family Name: _____

Given Names: _____

The bearer of this proxy form is authorised to enrol on my behalf in the Academic Program of..... *(Program Name)* for the academic year 20.....

I accept responsibility for all actions on my behalf by my authorised proxy and undertake to ensure that my enrolment or re-enrolment has been satisfactorily completed.

The person named below will act as my proxy for my enrolment/re-enrolment and will complete all relevant forms and sign them on my behalf, select a timetable and make fee payments. I acknowledge that while I am an enrolled student I am subject to the Rules and Policies of the Navitas College of Public Safety and to the lawful instructions of the officers of the College (refer to the annual Undergraduate Student Diary and/or the Current Student pages of the College website at www.ncps.edu.au).

Signature of Student: _____ Date: _____

SECTION 2 - TO BE COMPLETED BY THE PROXY

Proxy's Full Name: _____

Statement by Proxy:

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

Signature of Proxy: _____ Date: _____

THE ORIGINAL OF THIS FORM WILL BE RETAINED BY THE COLLEGE IN THE STUDENT'S FILE. A COPY WILL BE PROVIDED TO THE PROXY AT ENROLMENT AND STAMPED AS PROOF OF SUBMISSION.

This is a legally binding document. Students will be held liable for all actions taken on their behalf by their proxy.