



**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](http://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.**