

# Proxy Enrolment Form

A student who is unable to personally attend an enrolment session at CIT may have a proxy attend in their place.

The proxy must provide the following at the enrolment session to be able to enrol on the student's behalf:

1. Documents which show that the individual meets the entry requirements for the program.
2. Three forms of ID of which one must be photo ID and one must contain the student's date of birth. Certified true copies will be accepted.
3. A signed copy of this form or a letter of authority signed by the student.

**Note:** If original/certified documentation is not available, CIT Student Services / CIT Library will place an ID Hold on the account until proof is provided to any CIT Student Services or CIT Library.

## A Details of Student wanting to complete their enrolment process through their Agent

First name:	<input type="text"/>	Surname:	<input type="text"/>
CIT number:	CIT <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone number:	<input type="text"/>
Program:	<input type="text"/>	Program code:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student signature:	<input type="text"/>	Date:	<input type="text"/>

## B Details of the person appointed by the above as their Agent for all enrolment purposes

First name:	<input type="text"/>	Surname:	<input type="text"/>
Relationship to student:	<input type="text"/>	Phone number:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Agent signature:	<input type="text"/>	Date:	<input type="text"/>

The personal information on this form is being collected under the principles of *The Information Privacy Act 2014 (ACT)* to enable: processing of your enrolment; communication with students in relation to approved CIT activities; and conducting the Student Outcomes Survey as authorised by *The National Vocational Education and Training Regulator Act 2011 (Cth)*. If you do not provide the requested information, CIT may not be able to process your enrolment. More information about how to access your personal information and how to make a complaint about your personal information is available in the CIT Privacy Policy – Territory Privacy Principles available on the CIT website.