Canberra Institute of Technology

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. 100 points of ID is required.

    Documents supplied must include at least one primary document proving citizenship, a photo ID and identification showing the student's date of birth. To check the list of appropriate documents see the Student ID Check Form on the website at **cit.edu.au/current/my_study/student_forms**

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: _____   Surname: _____

CIT number: CIT ☐☐☐☐☐   Phone number: _____

Program: _____   Program code: ☐☐ - ☐☐☐☐☐

Address: _____

Suburb: _____   State: _____   Postcode: ☐☐☐☐

Student signature: _____   Date: _____

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

First name: _____   Surname: _____

Relationship to student: _____   Phone number: _____

Address: _____

Suburb: _____   State: _____   Postcode: ☐☐☐☐

Agent signature: _____   Date: _____

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.