



The University of Sydney

Authority for a Person to Act as Proxy for a Student at Enrolment*

I, _____ (student's name)
 born on _____ (date of birth) and
 currently residing at _____
 _____ (student's address), give authority
 to _____ (name of person acting as proxy),
 whose specimen signature appears below, to complete all procedures and requirements pertaining to my
 enrolment at The University of Sydney in 2007, including payment of all appropriate tuition fees, if applicable,
 and voluntary student subscriptions, if desired, which are due for payment on the day of enrolment.

.....
 Signature of Student

.....
 Signature of Proxy

Date:

*** Bachelor of Oral Health and Bachelor of Dentistry students are excluded from proxy enrolment and can only enrol in-person.**

PLEASE NOTE:

- your proxy **MUST** have an acceptable form of identification, i.e. driver's licence or passport.
- if you wish to obtain Commonwealth assistance, your proxy must provide your tax file number (TFN), or a Certificate of TFN Application from the Australian Taxation Office, at the time of enrolment.
- your proxy must be able to pay all tuition fees, if applicable, on enrolment day by either cheque, money order, credit card (Mastercard, Visa, Diners, Amex) or EFTPOS. Cash payments cannot be accepted. Voluntary student subscriptions can also be paid on enrolment day or at a later date.

AND REMEMBER:

- an accurate enrolment is your responsibility so please ensure your proxy is fully apprised of the requirements of your enrolment when s/he attends the University.
- you can check your enrolment details on the Confirmation of Enrolment that will be sent in the mail shortly after enrolment - please ensure that your proxy provides your current address details at the time of enrolment so that the University can successfully forward this document to you.



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Proxy Enrolment – Check List

Instructions: The Proxy

If you are acting as a proxy for another person's enrolment, the following instructions will assist to ensure that all the tasks required of you on enrolment day have been undertaken. As some enrolment tasks can only be completed by the student concerned, these instructions also provide information for you to pass on to the student you are acting for so that s/he can finalise their enrolment with The University of Sydney.

After proceeding through the enrolment process, you will need to make sure that you have the following documents in your possession to pass on to the student you are acting for:

- Enrolment 2007 What You Need To Know* handbook
- UniKey page (displaying intranet login and password details)
- Statement of Fees invoice
- Auxiliary student card (attached to the fees invoice)
- Commonwealth Support & HECS-HELP* information booklet (if Commonwealth supported)
- FEE-HELP* information booklet (if non-Commonwealth supported)
- Relevant Commonwealth Assistance Form (CAF), if required. Either one of the following:
 - *Request for Commonwealth Support & HECS-HELP* or
 - *Request for Commonwealth Support & HECS-HELP – pre-2005* or
 - *Request for FEE-HELP assistance*

Please check that you have all the documents required. If you do not, then speak to the Site Supervisor at Stage 2 or any other enrolment staff for advice.

Occasionally, during the process of enrolment, students are required to provide the University with documentary evidence of a particular claim e.g. citizenship status. If, as a proxy, you are requested by the University to pass on this request to the student, please write in the following section the document required, the administrator who requested it and the instructions for the student e.g. "attend the Student Centre urgently with evidence of citizenship status".

Document Required:

Advising Administrator:

Report To:

Date Required By:

Instructions:

Please pass on all documents and instructions to the student.

Instructions: The Student

Your nominated proxy has now conducted your enrolment at The University of Sydney and has handed to you these instructions and other pieces of documentation from the University. There are some outstanding tasks only you, as the student, can finalise and which you must complete in order to ensure that your enrolment is not jeopardised. These tasks are either conditions of your enrolment or legislative requirements so it is important that you attend to these matters urgently.

Some of the documents require your immediate attention, some are to be kept in your records as a reference throughout the academic year. If, for some reason, you have not received from your proxy a document relevant to your enrolment, please contact the Enrolments Office, 9351 6983, for advice.

The Documents:

Enrolment 2007 What You Need To Know

This is a reference document that provides useful information regarding issues such as timetables, orientation week, your responsibilities following enrolment etc.

Task: read this document and keep it as a useful reference throughout the year.

UniKey page

This document provides your UniKey login and password. These will give you access to the University's online facilities and your University email account. You may already have received these details as a part of the online offer acceptance process.

Task: log onto your UniKey account and change your password if you wish to alter your University-issued password. Regularly check your University email account for important information – this is a condition of your enrolment.

Invoice

This page should indicate your tuition fees, if applicable. If, for some reason, your fees are still outstanding when you receive this documentation, payment can be made by the following methods: internet (www.epay.usyd.edu.au), phone (1300 732 076) or mail (local students – Fee Payment Office K07, University of Sydney 2006; international students – International Office G12, University of Sydney 2006). Fees Office enquiries, 9036 6560.

Task: please ensure all University fees are paid by the date due (i.e. the day of in-person enrolment).

Student Card

You will be required to attend either a Stage 2 enrolment site or the Student Centre in order to obtain your student card issued.

Task: please attend a Stage 2 enrolment site or the Student Centre to have your student card issued. You will also be issued with a travel concession if you are eligible for one.

Commonwealth Support & HECS-HELP information booklet

This is a reference document that provides you all information on Commonwealth Support and HECS-HELP.

Task: read this booklet and complete the relevant Request for Commonwealth Support & HECS-HELP or Request for Commonwealth Support & HECS-HELP pre-2005 form. Submit the completed form to the Student Centre immediately.

FEE-HELP information booklet

This is a reference document that provides you with all information on FEE-HELP assistance.

Task: read this booklet prior to completing a Request FEE-HELP assistance form. Submit the completed form to the Student Centre immediately.

Request for Commonwealth Support & HECS-HELP, Request for Commonwealth Support and HECS-HELP – pre-2005 and Request for FEE-HELP assistance forms

All Commonwealth supported students must complete the relevant Commonwealth Support & HECS-HELP form. Fee-paying students wishing to obtain a loan from the Commonwealth Government must complete a Request for FEE-HELP assistance form.

Task: all these forms must be submitted to the Student Centre immediately.

Pre-2005 HECS students

If you have a previous record of Australian tertiary study, you may be eligible for pre-2005 HECS status. You will need to provide supporting documentation to secure this status, such as a transcript showing that the previously commenced course has not been completed and a statement showing your HECS status for that course. These documents should be submitted in-person at the Student Centre immediately.