

## Disclosure of Information and Proxy Authorisation Form

**To be completed by the student**

Student ID:

Date of Birth:

Family Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_ hereby authorise the individual below,  
(Full Name of Student)

\_\_\_\_\_   
(Full Name of Proxy) (Driver's Licence/Passport /Curtin Student ID of Proxy)\*

\_\_\_\_\_ (Residential Address of Proxy)

to act on my behalf in all matters related to my studies at Curtin University

OR

to perform the following actions, on my behalf (please tick relevant boxes below):

<b>Enquiry</b>
<p style="text-align: center;">Enrolment</p> <p style="text-align: center;">Student Fees Account</p> <p style="text-align: center;">Award Details</p> <p style="text-align: center;">Specific Information Only:</p>

<b>Collection</b>
<p style="text-align: center;">Letter to Confirm Enrolment</p> <p style="text-align: center;">Letter of Course Completion</p> <p style="text-align: center;">Visiting Relations Letter</p> <p style="text-align: center;">Academic Transcript</p> <p style="text-align: center;">Graduation Statement</p> <p style="text-align: center;">Graduation Tickets/Regalia</p> <p style="text-align: center;">Award Certificate (may include Academic Transcript and Graduation Statement)</p> <p style="text-align: center;">Payment Receipt</p>

This authorisation is valid until:

End date \_\_\_\_\_ OR  
(Proxy End Date)

Continuing - will remain in effect while the student is enrolled in studies at Curtin University

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Proxy Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Students under the age of 18 must have this form co-signed by a parent or legal guardian.

\*All authorised proxies **must** present the photographic identification stated above when verifying identities to staff.

This form needs to be submitted from the Curtin student email address. If this is not possible, the proxy needs to provide an original, certified or colour scanned original copy of the Curtin students' Driver's Licence or Passport (must contain Curtin students' signature for verification purposes. Curtin University scanned documents and certification requirements and guidelines can be found here [http://courses.curtin.edu.au/course\\_overview/admission-criteria/scanned-documents.cfm](http://courses.curtin.edu.au/course_overview/admission-criteria/scanned-documents.cfm))

The information provided on this form will be retained by the University and handled in accordance with the University's policy on the management and disclosure of personal details and information.