

## 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) (Drivers 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 (please tick if applicable)  
OR to perform the following actions, on my behalf (please tick relevant boxes below):

<u>Enquiry</u>
<input type="checkbox"/> Enrolment
<input type="checkbox"/> Student Fees Account
<input type="checkbox"/> Award Details
<input type="checkbox"/> Specific Information Only:
_____
_____
_____
_____

<u>Collection</u>
<input type="checkbox"/> Letter to Confirm Enrolment
<input type="checkbox"/> Letter of Course Completion
<input type="checkbox"/> International Letter
<input type="checkbox"/> Academic Transcript
<input type="checkbox"/> Graduation Statement
<input type="checkbox"/> Graduation Tickets/Regalia
<input type="checkbox"/> Award Certificate (may include Academic Transcript and Graduation Statement)
<input type="checkbox"/> Tax Invoice
<input type="checkbox"/> Payment Receipt

Please note: this authorisation to perform the actions listed on this form will remain in effect while the student is enrolled in studies at Curtin University or prior to this if notice is given by the student that the authorisation is no longer applicable.

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

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

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

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.

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