Disclosure of Information and Proxy Authorisation Form

To be completed by the student

Student ID: ☐☐☐☐☐☐☐☐   Date of Birth: [D D M M Y Y Y Y]

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):

Enquiry	**Collection**
Enrolment	Letter to Confirm Enrolment
Student Fees Account	Letter of Course Completion
Award Details	Visiting Relations Letter
Specific Information Only:	Academic Transcript
	Graduation Statement
	Graduation Tickets/Regalia
	Award Certificate (may include Academic Transcript and Graduation Statement)
	Payment Receipt

This authorisation is valid until:

End date _____   OR   Continuing - will remain in effect while the
(Proxy End Date)   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 by the student via the online request form: https://students.connect.curtin.edu.au/app/ask
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