Proxy Enrolment 2012

In order to accept an offer to this University, we require that you enrol either in-person or by proxy. It is important that UAC offers, in particular, are accepted through enrolment by the end of the scheduled enrolment session for that course. If you are a domestic applicant and cannot attend on your scheduled enrolment session, you can enrol by sending someone to act on your behalf, a proxy. Some applicants are not eligible to enrol by proxy (see *clause on the Proxy Authority form on the following page). To arrange a proxy enrolment, please undertake the following steps:

1. Select a person who can act on your behalf on the enrolment day. This person could be a friend, a contemporary from school, a parent, a sibling or a relative.

2. Complete the Proxy Authority (following page) and ensure you sign it. If you cannot download the proxy form, a signed letter nominating and authorising another person to act on your behalf for your enrolment will suffice. This authority is for your proxy to present on enrolment day. Your proxy may also be asked to show her/his own photo-identification. There will be no need for the proxy to produce any photo-identification of you, the person being enrolled.

3. Prepare comprehensive and clear instructions to give your proxy regarding your requirements for enrolment. These instructions will include details about:
   - the time, date and location of your scheduled enrolment session
   - the course you have been offered and you wish to accept. If you have received a UAC offer, detach the slip at the bottom of the offer letter for your proxy to bring to enrolment. If you are unable to provide this slip to your proxy, simply provide to your proxy the UAC course code and the course name instead
   - the financial scheme arrangements you wish to make for your course fees and the Student Service and Amenities (SA) fee (e.g. whether you are seeking Commonwealth assistance). Further details are available on the Department of Education, Employment & Workplace Relations (DEEWR) webpage, Going To Uni www.goingtouni.gov.au.
   - the units of study (subjects) you wish to undertake for Semesters 1 and 2. Faculty handbooks are available online at: http://sydney.edu.au/handbooks/index.shtml
   - your current correspondence address details. The University will send you a Confirmation of Enrolment to your correspondence address after your enrolment. If you are required to pay any fees for the current semester, (course fees and the Student Services and Amenities fee), you will also receive an invoice with payment instructions
   - if you are a permanent resident, you will need to provide the date your permanent residency was granted
   - the completed and signed proxy authority form
   - any other information or documentation specific to the faculty's enrolment requirements and helpful to your proxy

Please make the enrolment experience for your proxy as easy as possible by providing all of this information to them, clearly and accurately set out.

4. Your proxy will return from the enrolment day with some enrolment paperwork outstanding that only you can finalise. These matters will require your immediate attention. Outstanding enrolment requirements may include:
   - completing, signing and submitting your Commonwealth Assistance forms (if applicable)
   - getting your portrait photograph taken for your student card
   - joining student organisations, if desired, or
   - presenting any original documentary evidence as required by the University

5. Once you receive your Confirmation of Enrolment check that all enrolment, personal and contact details are correct and as you wish. You can also do this online through your MyUni account. All fee details are also available online. Details of your MyUni account will be issued to your proxy on enrolment day.

If you have any further enquiries, contact the Enrolments Office on (02) 8627 8211
Please bring this document on enrolment day.

Authority for a Person to Act as Proxy for a Domestic 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 signature appears below, to complete all procedures and requirements pertaining to my enrolment at the
University of Sydney in 2012.

Applicant/Student’s signature:................................................................. date:  ----/----/2012

Proxy’s signature:................................................................. date:  ----/----/2012

As the applicant/student, please ask the person acting as your proxy on enrolment day to do the following:

1. to bring suitable photo-identification (of the proxy) to present to staff on enrolment day e.g. driver’s licence or passport (only your proxy needs to provide evidence of their own identity. There is no need for your proxy to bring any identifying documents of you).

2. to provide details of your desired units of study (subjects) for Semesters 1 and 2 for the course of study your proxy is enrolling you into (please note: after enrolment you will be sent a Confirmation of Enrolment to your correspondence address where you can check the enrolment arrangement made for you).

3. to bring all other necessary information that will be required on enrolment day, such as current contact details etc.

Please remember

1. an accurate enrolment is your responsibility. Please undertake all the necessary preparations to ensure your proxy is fully aware of your enrolment requirements, what needs to be provided to the University and where to go for the enrolment session. Please ensure you obtain from your proxy all relevant enrolment documents received at enrolment.

2. approximately one week after your proxy has enrolled you, the University will send a Confirmation of Enrolment to your correspondence address. Please ensure you have provided your proxy with accurate correspondence address details so that you can receive this document. Please check your Confirmation of Enrolment to verify your personal and enrolment details are accurate.

* Bachelor of Oral Health & Bachelor of Dentistry students cannot enrol by proxy and must enrol in-person.
International and Sydney Medical School students must obtain permission from their Faculty to enrol by proxy.
Please bring this document on enrolment day.

Proxy Enrolment – Check List

Instructions: To 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.

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:

- Student Guide 2012
- UniKey page (displaying intranet login and password details)
- Fee Payment Information & Student Card Authorisation page
- Commonwealth Support & HECS-HELP information booklet and a Request for Commonwealth Support & HECS-HELP form (if Commonwealth-supported or assisted)
- FEE-HELP information booklet and Request for FEE-HELP assistance (if eligible for FEE-HELP and a loan is undertaken)
- Student Services and Amenities (SA) fee information booklet
- SA-HELP debt confirmation form (if eligible for SA-HELP and a loan is undertaken)

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. These documents are usually required by statutory deadlines and it’s important that these matters are finalised as soon as possible, certainly by the start of Semester. If documentary evidence is required, as a proxy, please pass to the student you are acting for any such request. To assist, please record the document required, the administrator who requested it and the instructions for the student e.g. “attend the Student Centre ASAP with evidence of citizenship status” in the section below.

Document Required:

<table>
<thead>
<tr>
<th>Advising Administrator:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report To:</td>
</tr>
<tr>
<td>Date Required By:</td>
</tr>
<tr>
<td>Instructions:</td>
</tr>
</tbody>
</table>

Please pass the abovementioned documents and instructions to the student.

HECS & Domestic Fees enquiries: HECS & Domestic Fees Office, Student Centre, Level 3, Jane Foss Russell Building, (02) 8627 8239
Enrolment enquiries: Enrolments Office, Student Centre, Jane Foss Russell Building, (02) 8627 8211
**Instructions: To 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 a document relevant to your enrolment, please contact the Enrolments Office, 8627 8211, for advice.

**The Documents:**

**Student Guide 2012**
This is a reference document that provides useful information regarding issues such as timetables, orientation week, your responsibilities following enrolment, student services 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. Please check your University email regularly.

**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.

**Fee Payment Information & Student Card Authorisation page**
An invoice for your semester fees (if you have not elected to defer your payments to the ATO) will be sent to your correspondence address within a week or so of enrolment. Payments can be made through the following methods: internet (www.sydney.edu.au/epay), phone (1300 732 076) or mail (local students – Cashiers Office, Jane Foss Russell Building, Level 3, 160 City Road, University of Sydney, 2006; international students (upon receipt of international student invoice) – International Office G02, University of Sydney, 2006). Domestic students with any queries regarding payment errors contact the Financial Control and Treasury on, (02) 9351 5222; International students with any fee payment queries please contact the International Office on (02) 8627 8310

**Task:** please ensure all University fees are paid by the due-date indicated on the invoice.

**Commonwealth Support & HECS-HELP information booklet**
This is a reference document that provides you with information on Commonwealth Support and HECS-HELP and you MUST read it if you are enrolled in a Commonwealth Supported Place.

**Task:** read this booklet and complete the Request for Commonwealth Support & HECS-HELP form. Submit the completed form to the Student Centre Immediately.

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

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

**Request for Commonwealth Support & HECS-HELP and Request for FEE-HELP assistance forms**
All Commonwealth supported students must complete and submit a Request for Commonwealth Support & HECS-HELP form. Those eligible students wishing to obtain a HECS-HELP loan MUST provide their Tax File Number or a copy of their Certificate of Application for a TFN. Eligible domestic fee-paying students wishing to obtain a loan from the Commonwealth Government must complete a Request for FEE-HELP assistance form (those students who fail to provide their Tax File Number or a copy of their Certificate of Application for a TFN, will not be eligible for FEE-HELP assistance). Both these forms are commonly referred to as a Commonwealth Assistance Form (CAF).

**Task:** the relevant valid form MUST be completed by the student and submitted to the Student Centre immediately (and no later than the relevant census dates). Failure to do so may result in the cancellation of your enrolment as a Commonwealth-supported student and ineligibility for FEE-HELP for domestic fee-paying students.

**SA-HELP information booklet and debt confirmation form**
The Student Services and Amenities fee is a fee introduced by the Federal Government, effective 1 January 2012, to support student services, amenities and similar activities in Australian universities. This annual fee ($263 in 2012 and indexed annually) is payable on a semester basis. Eligible students are able to defer the payment of this fee by obtaining a SA-HELP loan.

**Task:** read the information booklet and if you are eligible and opt to obtain SA-HELP, complete the debt confirmation form (including your TFN or Certificate of application for a TFN) and submit it at the Student Centre prior to the relevant dates.

**2012 Student Card**

Once you have finalised your enrolment matters, you can make arrangements to obtain your 2012 student card at the University Card Centre, Level 2, Fisher Library, Camperdown Campus. For any queries, contact the Card Centre by phone: 9351 2423 or email: university.cards@sydney.edu.au. For further information, go to: http://sydney.edu.au/card_centre/student

**Task:** attend the Card Centre and present your photo-identification and your Fee Payment Information & Student Card Authorisation.