

Enrolment and Proxy Information

<p>ACU</p>	<p>Responding to an offer Students must accept or decline their VTAC offer via Student Connect within a week of receiving the VTAC offer. If the student accepts the offer via Student Connect, they then need to enrol in their course within 14 days of accepting the offer. Visit http://www.acu.edu.au/apply_and_enrol/how_to_enrol/new_students/failure_to_enrol/</p> <p>If you fail to accept or decline an offer If you do not accept or decline your offer within 14 days of receiving your ACU Notice of Offer letter, you may forfeit your place in the course. If you fail to accept the offer within the required timeframe, or decline the offer and then wish to accept, you must email or write to the ACU Admissions Section as soon as possible, providing your name, ACU student identification number and date of birth, to request that your offer be reinstated. Email: admissions@acu.edu.au</p> <p>If a place is still available, you will be advised of a new timeframe in which to accept the offer and enrol. You will also be advised if there is no longer a place available and in this instance, you will have lost your place in the course. If you forfeited your place and wish to gain entry at a later date, you will be required to re-apply through normal application processes.</p>
<p>ANU</p>	<p>How to enrol in your program for the first time depends on when you are commencing your program, and which program it is that you are undertaking. As a commencing or new student, you will need to check the enrolment instructions referred to in your offer letter. No proxy permitted. Student <u>must</u> present on enrolment. Contact Enrolment Office on (02) 6125 3339 for more advice or e-mail Admiss.App@anu.edu.au or visit www.anu.edu.au/sas/Admission</p>
<p>Bond University</p>	<p>Bond students can enrol online through our estudent portal from about 4 weeks before the start of their commencement semester. This is the preferred method, however if they are unable to complete their enrolment online e.g. no access to internet as they are away, they can do their enrolment at the enrolment hub on campus during Orientation week. This is where they would provide a certified copy of their VCE certificate; study scores and ENTER to remove sanctions if they haven't already sent certified copies to the campus. There is no need for proxy as they would have to be at the University to start classes anyway and enrolment can be done on the spot.</p> <p>Additionally, Jason Watts will be having a function on 16 December 2009 at the Novotel Hotel for all commencing students (also May 2010 starters) and will be requesting they bring certified copies of their final results etc so that I can submit them all to the campus on their behalf, thus getting the sanctions removed from their respective accounts.</p>

Deakin University	You should contact Customer Service - http://www.deakin.edu.au/contact/ and e-mail or speak to your Faculty Enrolment Officer to discuss your enrolment and unit selections. You must then enrol online via StudentConnect .
La Trobe University	<p>Students will receive an enrolment package that will include:</p> <ul style="list-style-type: none"> • The place and time of your enrolment session • Important forms and booklets – read these carefully! • La Trobe’s Guide to Enrolment 2010 <p>How do I accept my offer? Simply arrive at the enrolment centre at the nominated time and complete the enrolment process.</p> <p>I can't attend enrolment. What do I do? You can call to ask if you can attend a different session. Otherwise, you can authorise someone to attend for you - a "proxy". They can verify your data, confirm subject selections if applicable, and select your HECS-HELP payment option. But they can only do this if you provide them with a letter signed by you stating that they have this authority. The letter should state: your name; address; La Trobe University student ID number (on the enrolment form in your pack) and your proxy's name. You must sign it personally. It's important to note that your proxy cannot sign your 'Request for Commonwealth support and HECS-HELP' on your behalf. You must complete and sign this form for your proxy to bring with them to enrolment. If you have any questions or misplace your letter, call the Future Students Centre on 1300 135 045. http://www.latrobe.edu.au/study/apply/undergraduate-study/application-procedures/undergraduate-enrolment/step-by-step-guide</p>
Monash University	<p>Accepting an offer Students to come to the university as specified in the offer letter. The completion of requirements on enrolment day forms an acceptance of the offer. Visit http://www.monash.edu.au/study/enrolments/offers/index.html to find out more.</p> <p>Proxy If you cannot attend your Enrolment Day session you should use the form found at - http://www.monash.edu.au/study/enrolments/oncampus/proxy.pdf to indicate who you have authorised to act on your behalf. You must complete the form and it must be signed by both yourself and your proxy.</p> <p>Enrolments for Internationals Visit http://www.monash.edu/study/international/prepare/enrolment.html for details and/or print off the enrolment flyer at http://www.monash.edu.au/study/assets/pdfs/enrolment-flyer.pdf. International students unable to enrol at the suggested time, should follow the instructions on the flyer, which include e-mailing latereg@adm.monash.edu.au and provide the following information in the e-mail:</p>

	<ul style="list-style-type: none"> • your family name and Monash student ID number • explanation as to why cannot attend enrolment • expected date you can go to Monash and enrol • if your flight has been booked, attach a scanned copy of the airline ticket to your e-mail
<p>RMIT University</p>	<p><u>Local students</u></p> <p>There are 2 ways for students to enrol:</p> <ul style="list-style-type: none"> • using web-based Enrolment Online • completing paper-based enrolment <p>The offer letter will confirm if students need to enrol online or by paper-based enrolment and if students are required to attend a program information session for academic advice.</p> <p>What can students do if they can't complete their own paper-based enrolment or can't attend their program information session?</p> <p>If students are unable to complete their paper-based enrolment or attend their program information session they can organise for a proxy to act on their behalf. The proxy will need to bring with them their photo identification and a completed Application to Enrol by Proxy form available at www.rmit.edu.au/students/forms.</p> <p>Online enrolments</p> <p>If students enrol online they can enrol anywhere via the internet by the deadline specified in their offer letter. If there is a program information session that they would like to attend but cannot then they can organise for a proxy to attend and receive academic advice on their behalf.</p> <p>If students are unable to enrol online (e.g. no internet access) then they will need to organise a paper-based enrolment and send a proxy to enrol on their behalf if they are not in Melbourne.</p> <p>Important: It is advised that under no circumstances should students give their Enrolment Online login details to another person (or proxy) to enrol online on their behalf. A proxy must attend a program information session or make alternative arrangements to complete a paper-based enrolment as outlined above.</p> <p>Please note that students are responsible for all actions taken by their nominated proxy.</p> <p><u>International Students</u></p> <p>International students are not permitted to enrol by proxy when commencing an RMIT program. Students must enrol in person. If they are unable to attend their scheduled enrolment they should contact RMIT International Services on +61 3 9925 5156 or go to Level 4, 239 Bourke Street, Melbourne.</p> <p>If students enrol late they may have limited choice of timetable. Students will not be permitted to enrol if they arrive more than two weeks after the official commencement date.</p>

<p>Swinburne University</p>	<p>Domestic students: http://www.swinburne.edu.au/corporate/registrar/student/Enrol_Proxy_HE.pdf . Students should be aware that some tagged courses may need to be selected at Enrolment for example, if a student put down VTAC code 34411 Commerce, they will need to choose if its Bachelor of Commerce (marketing), Bachelor Commerce (Management) and so on.</p> <p>For International students we do not <u>allow proxy</u> enrolment due to Visa regulations, the student needs to be here for enrolment. Not presenting at enrolment will mean forfeiting the offer. At Swinburne, all international students must attend a compulsory orientation briefing before they are able to enrol. This ensures that the students are briefed on all the services available to international students at Swinburne, and they know where to go for help and support if they need it. Once they have completed this session students are then able to enrol.</p> <p>Orientation and enrolment details are clearly listed at the following link - http://www.international.swinburne.edu.au/arrival/orientation-and-enrolment/</p>
<p>University of Ballarat</p>	<p>New undergraduate students applying through the VTAC system are given enrolment details at the time a course offer is made. Commencing international students are advised by the International Office of the dates and requirements for enrolment. Visit http://www.ballarat.edu.au/aasp/student/admin/he/enrolment_procedures.shtml</p>
<p>University of Melbourne</p>	<p>Visit http://www.futurestudents.unimelb.edu.au/ugrad/apply/aust/offer.html. Students beginning an undergraduate degree in semester 1, 2010 may be required to attend Academic Advice Day (AAD) on Wednesday 27 January 2010 (VTAC Round 1 Offers) or Thursday 18 February 2010 (later round VTAC offers and international students).</p> <p>AAD provides information about courses, possible subject choices and the enrolment process. International students also receive vital briefings about health, safety and visas at AAD.</p> <p>For details about AAD visit http://www.services.unimelb.edu.au/transition/enrol/index.html.</p> <p>Local students -You will receive your enrolment pack in the mail, with instructions on how to enrol and where to go on Academic Advice Day (AAD).</p> <p><i>What happens if you are not in Melbourne in January?</i></p> <p>Your enrolment pack will contain your student number and other information needed to enrol. Therefore you need to arrange for a trusted person to collect your mail that week and contact you to give you these details. Enrolment is online so you will be able to access the website and enrol from anywhere in the world. For this reason, there are no proxy enrolments: you MUST enrol online yourself. There are deadlines for accepting your offer and enrolling, so it is very important that you organise this on time.</p> <p>If you are unable to attend your Academic Advice Day, your AAD brochure will contain contact details for your Student Centre, so you can contact them and arrange an alternative.</p> <p>International students - Your offer of a place will include instructions for where and when to attend Academic Advice Day on Thursday 18 February, beginning with a compulsory International Student Briefing. You will receive enrolment instructions and an AAD brochure at your Briefing.</p>

Victoria University

Visit <http://www.vu.edu.au/current-students/student-essentials/enrolments> for information on enrolment. You will receive an enrolment letter notifying you when you are required to enrol. Check the enrolment letter which lists the details for enrolment day, time and venue. Please allow 3-4 hours for enrolment and note that if you can't attend personally on the day you can organise for a proxy to enrol on your behalf.

Students who haven't studied with us before must bring **proof of citizenship status** or you won't be able to enrol. International students must ensure that they present their **Confirmation of Enrolment (COE)**.