

Proxy Declaration

For Individuals in Exceptional Circumstances

This form is to be completed in absolutely exceptional circumstances only where an individual is unable to provide:

- An Australian Birth Certificate (Not Birth Extract); or
- A current Australian Passport; or
- A current New Zealand Passport; or
- A naturalisation certificate' or
- A Green Medicare card; or
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence.

All reasonable efforts must have been made to assist the individual to demonstrate their citizenship/residency status in the conventional way.

The Proxy Declaration must be approved by the Higher Education and Skills Group (HESG) prior to the individual being enrolled at Federation University Australia.

To be completed by Applicant:

Name: _____

Date of Birth: ____/____/____

Course: _____

Scheduled Course Commencement: ____/____/____

To be completed by Relevant Government or Community Services Provider Representative (Referring Agency):

Name: _____

Organisation: _____

Organisational Position (CEO or equivalent): _____

Please detail the circumstances below why the Individual cannot access the required documentation:

I, _____ hereby declare that all reasonable effort has been made to assist _____ to demonstrate their citizenship / residency status.

Signature: _____ Date: ____/____/____

To be completed by Applicant:

I, _____ hereby declare that the above information is true and correct and that I do hold Australian Citizenship/Residency but do not have access to any of the above mentioned documents to demonstrate my citizenship/residency. I give permission for Federation University Australia to apply to HESG on my behalf to allow me to enrol without formally demonstrating my residency/citizenship.

Signature: _____ Date: ____/____/____

To be completed by Federation University Australia representative:

I, _____ declare the all reasonable efforts have been made to assist this individual in conjunction with the Referring Agency to demonstrate their citizenship/residency status. I acknowledge this proxy declaration is being submitted to HESG for approval as per the 2013 TAFE Performance Agreement and the Guidelines about Determining Student Eligibility and Supporting Evidence Requirements.

Signature: _____ Date: ____/____/____

To be completed by the CEO of the Federation University Australia:

I acknowledge this proxy declaration is being submitted to HESG for approval as per the 2014 - 2016 VET Funding Contract and the Guidelines about Determining Student Eligibility and Supporting Evidence Requirements.

Signature: _____ Date: ____/____/____

Academic Services to complete:	
Submitted via SVTS: ____/____/____	Enquiry Id Number: _____
Approved: YES / NO	Date: ____/____/____
Comments provided by Skills Victoria (if applicable):	

