



# REVOCATION OF STUDENT AUTHORITY TO ACT FORM

MY PERSONAL DETAILS	
Full Name	
Student Number	
Address	

## TYPE OF AUTHORITY TO ACT IN PLACE

Automatic Authority to Act

Nominated Authority to Act

**N.B.** Where an Automatic Authority to Act is in place, students may be required to provide additional supporting documentation in accordance with the Authority to Act Schedule before this request can be processed by the University. Students who submit their request via email may be requested to provide proof of identity.

I, \_\_\_\_\_, wish to revoke the Authority to Act of \_\_\_\_\_  
(Authorised Representative)

in relation to:

- All matters relating to my business with the University
- Access to and changing of personal records
- Access to academic records
- Access to enrolment information
- Financial transactions
- Lodging of Appeals
- Making a Complaint
- Requesting a Review of Decision
- Receiving and responding to communications from the University
- Other business matters not specified

**Signature of Student**

**Date**

\_\_\_\_\_

\_\_\_\_\_

All Forms are be returned via email to [usq.support@usq.edu.au](mailto:usq.support@usq.edu.au) or by mail to:

Associate Director (Student Support and Retention)  
Division of Students and Communities  
University of Southern Queensland  
Toowoomba QLD 4350

USQ collects your information for purpose of providing products and services selected by you through your learning journey. Not all information is personal information under the Privacy Act 2009 (Qld). To comply with legal and administrative obligations information may be disclosed to Commonwealth and State agencies. Personal information will not be disclosed to third parties other than approved educational services agent, partner or organisation who provides sponsorship to you for your studies, without your consent unless required or permitted by a law. Where we disclose to a third party we endeavour to ensure they are bound by the same requirements as USQ with respect to personal information. Transfer of personal information outside Australia may occur. You have the right to access your personal information and if you wish to inquire about the handling or seek access to your personal information you can contact the USQ Privacy Officer ([privacy@usq.edu.au](mailto:privacy@usq.edu.au)).