



Student Authority to Act Form

Authority to Act

An Authority to Act is an official permission given by a person to another person and/or entity to act on certain matters, or granted to a person or entity to act on behalf of another person through an existing legal instrument for a certain period of time. An Authority to Act can be given in relation to all business transactions with the University or extended in relation to certain matters only.

Note:

- Students must complete all sections, including provision of appropriate [certified identity documents](#). Incomplete forms cannot be processed.
- Please return the Authority to Act form via email admin.support@usq.edu.au

| STUDENT'S PERSONAL DETAILS | | | |
|--|--|----------------|--|
| Full Name | | Student Number | |
| Address | | | |
| | | | |
| Email Address | | | |
| Phone Number | | Date of Birth | |
| AUTHORISED REPRESENTATIVE TO ACT ON STUDENT'S BEHALF | | | |
| Full Name | | Phone Number | |
| Organisation | | ABN/ACN | |
| Address | | | |
| | | | |
| Email Address | | | |
| NB organisation may list the domain name being used for written communications with the University (e.g. @usq.edu.au) | | | |

| AUTHORISED REPRESENTATIVE'S PROOF OF IDENTITY |
|---|
| The University requires a certified copy of one of the following documents from your Authorised Representative in order to satisfy evidence of identity requirements: |
| INDIVIDUAL |
| <input type="checkbox"/> Current Australian Driver's Licence /Proof of Age |
| <input type="checkbox"/> Australian Birth Certificate or extract |
| <input type="checkbox"/> Current Australian or Foreign Passport |
| <input type="checkbox"/> Australian citizenship or naturalization certificate |
| <input type="checkbox"/> Current Visa |
| ORGANISATION |
| <input type="checkbox"/> Letter confirming relationship with student and organisation's unique identifier (where applicable) for the student |

EXTENT OF AUTHORITY

Please tick one of the boxes below. This authorisation is:

- To be ongoing until I complete my business with the University of Southern Queensland
- To last from ___/___/20__ to ___/___/20__

Please tick one or more of the boxes below. This Authority to Act is in relation to:

- 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 University
- All Matters relating to my business with the University
- Other business matters for specified

AUTHORISATION AND PROOF OF STUDENT IDENTITY

- The information provided in this form is true and correct. I, _____ give authority for the Authorised Representative named above to act on my behalf during the time specified and for the matters specified in **Extent of Authority**.
- I have attached a certified copy of proof of my identity which includes my photo and signature (e.g copy of current Australian driver's license or passport).
- All University interactions with the Authorised Representative will be undertaken in accordance with the Student Authority to Act Procedure.
- I understand that I have the right to revoke this Authority to Act at any time in accordance with the Student Authority to Act Procedure.

Signature of Student:

Date:

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).

