



THIRD PARTY AUTHORISATION FORM

INFORMATION FOR STUDENTS

Institute of Management and Computing will not disclose your personal information without your consent unless Institute of Management and Computing is under a legal obligation to do so.

WHO CAN USE THIS FORM

- Current and past Institute of Management and Computing students
- Students applying to Institute of Management and Computing

WHEN TO USE THIS FORM

This form is to be used:

- To authorise the release of information relating to your student record to a third party on request (e.g. parent, friend, employer, etc.)
- To authorise a third party to apply for and collect student information on your behalf

INSTRUCTIONS

You must submit your form in person to Student Services with current photo identification. If you are overseas and/or unable to submit a form in person, we will accept an emailed Third Party Authorisation Form from an official Institute of Management and Computing Pty Ltd student email address or an email address registered on your student record at Institute of Management and Computing Pty Ltd

- Applications submitted by a third party will not be accepted.
- The Third Party Authorisation Form must be completed and signed by you.
- For international students, the following documentary evidence must be submitted along with the application: International Passport and Institute of Management and Computing Pty Ltd student ID card.
- For domestic students, you can use Australian Passport or Australian Driver Licence and Institute of Management and Computing Pty Ltd student ID card.
- The authorised third party must present photo identification when collecting documents or obtaining information for which they are authorised.
- Please notify Student Services immediately within 24 hours after submitting this form if you would like to amend or withdraw the authorisation before its expiry.
- The information contained in this application and any documentary evidence will be held at Student Services and an electronic version held on our student management system and will be accessed when we receive an enquiry on your behalf.
- If you wish to authorise a third party to act on your behalf for an information type is not listed in this form, please ensure you select 'Other' and clearly state the actions you authorise a third party to take on your behalf. Any action/information type not nominated under 'Other' will not be accepted.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND
PLEASE KEEP A COPY

PERSONAL DETAILS

Title: Mr Mrs Miss Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Street no. and name:	
City:	Post code:
State:	Country:

THIRD PARTY DETAILS

Title: Mr Mrs Miss Other (please specify)	
Family name:	Given name:
Relationship to student:	
Date of birth (dd/mm/yy):	
Company name: (if applicable)	
Phone (home/mobile):	
Email:	
Street no. and name:	
City:	Post code:
State:	Country:



THIRD PARTY AUTHORISATION FORM

AUTHORISATION DETAILS

Type of information. Please tick:

Fees information

Collection of Academic Transcript

Collection of Certificate

Collection of Completion Letter

Proof of Enrolment Statement

Application for official document(s), please specify:

Release any required information, or please specify:

Other:

I authorise Institute of Management and Computing to release my personal information and/or documents as indicated above to the person whose details appear in this form for the following period:

From:

To:

Signature of Student:

Date of authorisation:

OFFICE USE ONLY

Student services to complete upon collection

Third Party Details

Family Name:

Given Name:

Date of Birth:

Photo ID sighted:

Staff Member:

Type of Information/Documentation released:

Third Party to Complete

I confirm that I have received the above information/documentation

Signature:

Print Name:

Date:

Privacy Notice: Information collected is used for lawful educational and compliance purposes under the Privacy Act 1988 (Cth) and the VET Data Policy. Details may be shared with government agencies (e.g., PRISMS, NCVER) as required.

Institute of Management and Computing Pty Ltd.

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