

### THIRD PARTY AUTHORITY FORM

Student Name \_\_\_\_\_  
Student number \_\_\_\_\_ Date of birth \_\_\_\_\_  
Course code \_\_\_\_\_ Email \_\_\_\_\_

Should you wish to provide authority for another person to act or enquire on your behalf you may do so by completing and signing this form then returning to [studentsupport@opencolleges.edu.au](mailto:studentsupport@opencolleges.edu.au)

**I authorize the named person below to act on my behalf and only enquire on matters associated with the options I have selected.**

Third Party Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_ Date of birth \_\_\_\_\_  
Signature \_\_\_\_\_

**What is your relationship with your nominated third party?** Please circle

Parent    Guardian    Friend    Employer    Other \_\_\_\_\_

**Options** Please tick the options this person may act or enquire upon on your behalf.

- Payment of course fees and invoicing only (*may make a payment or request an invoice*)
- Account balance (*May discuss course balance and overdue payments*)
- Update payment details (*amend/remove credit card & bank details; must be received in writing*)
- General course administration enquiries (*not covered in other options*)
- Study progression (*confirm progress of study, study load completed*)
- Update personal details (*address, contact numbers*)
- Request documentation (*enrolment documentation, certificates, student forms*)

A parent or guardian will have automatic access to all the above details for students under the age of 18 years.

#### Declaration

I understand that the third party authorisation remains valid until I request in writing to Open Colleges to cancel the authority or until \_\_\_\_/\_\_\_\_/\_\_\_\_ (insert authorisation expiry date)

**Student' signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

#### PRIVACY STATEMENT

The Privacy Act 1988 is the Australian law which regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information, and access to and correction of that information. Open Colleges will only share your personal and sensitive information with third parties where it is required as a part of our regulatory obligation or where you have provided written consent to do so. Please refer to our Privacy Policy for further information.