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## PROXY DECLARATION

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This form is to be completed in absolute exceptional circumstances where the student 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 MACE.

| <i><b>To be completed by Applicant</b></i> |  |                          |  |
|--|--|--------------------------|--|
| <b>Student Name</b>                        |  |                          |  |
| <b>Date of Birth</b>                       |  | <b>Course Start Date</b> |  |
| <b>Couse Code</b>                          |  |                          |  |
| <b>Course Name</b>                         |  |                          |  |

| <i><b>To be completed by Referring Agency</b></i>                                 |  |
|---|--|
| <b>Organisation</b>   |  |
| <b>Full Name</b>  |  |
| <b>Position<br/>(CEO or equivalent)</b>   |  |
| <b>Please detail why the Individual cannot access the required documentation:</b> |  |
|   |  |

**To be completed by Referring Agency**

I, \_\_\_\_\_ hereby declare that all reasonable  
*(Full Name of Representative)*  
effort has been made to assist \_\_\_\_\_ to  
*(Full Name of Student)*  
demonstrate their citizenship / residency status.

\_\_\_\_\_  
*(Signature of Representative)*

\_\_\_\_\_  
*(Date)*

**To be completed by Applicant**

I, \_\_\_\_\_ hereby declare that the above  
*(Full Name of Student)*  
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 MACE Inc. to apply to HESG on my behalf to allow me to enrol without formally demonstrating my residency/citizenship.

\_\_\_\_\_  
*(Signature of Student)*

\_\_\_\_\_  
*(Date)*

**To be completed by MACE representative**

I, \_\_\_\_\_ hereby declare that all reasonable efforts  
*(Full Name of Representative)*  
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 of Representative)*

\_\_\_\_\_  
*(Date)*

**To be completed by CEO of MACE**

I, \_\_\_\_\_ acknowledge this proxy declaration is  
*(Full Name of Chief Executive Officer)*  
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 of Representative)*

\_\_\_\_\_  
*(Date)*

**To be completed by MACE Administration**

**Full Name**

**Position**

**Date Submitted  
(via SVTS)**

**Enquiry ID Number**

**Approved**

YES     NO

**Date Approved**

**Comments provided by SVTS (if applicable)**