

Student Authority to Act Schedule

1 Purpose

To establish the process for identifying and automatically acknowledging and revoking official permission to an Authorised Representative on behalf of another person.

2 Scope

This schedule must be read in conjunction with the Student Authority to Act Procedure and is subordinate to it.

3 Schedule

3.1 Automatically acknowledging an Authority to Act

3.1.1 Authority to Act of Official Sponsors

Official Sponsors of Students will be automatically acknowledged as having an Authority to Act in relation to all matters relating to any Student/s which the Official Sponsor supports unless there is a specific, co-approved written agreement in English between the Official Sponsor and the supported Student/s which states otherwise.

Authority to Act of the Official Sponsor will be acknowledged for the duration of a Student's interactions with the University; i.e. from the time of application to the finalisation of studies and financial business with the University.

Authority to Act of the Official Sponsor of the supported Student/s is automatically acknowledged and no forms are required to be completed.

For Official Sponsors of Domestic Students, Domestic Recruitment and Admissions will set up the Authority to Act at the time of processing the application and/or sponsorship details, and an internal indicator will be applied to the Student's Enrolment record.

For Official Sponsors of International Students, the UniSQ International Office will set up the Authority to Act at the time of processing the application and/or sponsorship details, and an internal indicator will be applied to the Student's Enrolment record.

If the Official Sponsorship of the supported Student/s ends whilst business with the University is ongoing, the Authority to Act of the Official Sponsor in relation to all matters, except financial matters directly involving the Official Sponsor, will be revoked.

3.1.2 Authority to Act of incarcerated Students

Correctional centre Authorised Representatives of incarcerated Students will be automatically acknowledged as having an Authority to Act in relation to all matters relating to incarcerated Students who provide the Incarcerated Student Consent Form to either the UniSQ International Office or to Domestic Recruitment and Admissions at the time of acceptance of offer, or to Student Administration after the commencement of their program.

Authority to Act will be given to a correctional centre Authorised Representative/s for the duration of the incarcerated Student's interactions with the University; i.e. from the time of application to either the finalisation of studies or the completion of their period of incarceration. The appropriate section will set up the Authority to Act once an incarcerated Student has submitted their completed Incarcerated Student Consent Form and an internal indicator will be applied to the Student's Enrolment record.

Incarcerated Students who would like a relative to act as an Authorised Representative must submit an Authority to Act Form in accordance with Section 4.2.3 Nominate an Authority to Act in the Student Authority to Act Procedure.

3.1.3 Authority to Act of Under 18 International Students

Parents/guardians or suitable nominated relatives of International Student visa holders who are less than 18 years of age while enrolled at the University will be automatically acknowledged as having an Authority to Act in relation to all matters relating to the Student.

The Manager (Residential Life), who is responsible for monitoring the accommodation arrangements and welfare of under 18 International Students who reside on campus in accordance with the Under 18 International Students Policy, will be automatically acknowledged as having an Authority to Act in relation to all matters relating to the Student.

Authority to Act will be acknowledged for parents/guardians or suitable nominated relatives of the International Student and, where necessary, the Manager (Residential Life), for the duration of the under 18 Student's interactions with the University, that is from the time of application to either the finalisation of studies or until such time that the Student turns 18. The UniSQ International Office will set up the Authority to Act at the time of processing the application, and an internal indicator will be applied to the Student's Enrolment record.

3.1.4 Authority to Act of Students enrolled in the UniSQ Head Start program

Parents/guardians of a Student enrolled in the UniSQ Head Start program will be automatically acknowledged as having an Authority to Act in relation to all matters relating to the Student unless the Student provides relevant documentation to support their independence. Additionally, a nominated coordinator/mentor of Students studying the UniSQ Head Start program will also be automatically acknowledged as an Authority to Act in relation to all matters relating to the Student.

Authority to Act will be acknowledged for parents/guardians and a nominated coordinator/mentor for the duration of the Student's interactions with the University while

enrolled in the UniSQ Head Start program. Domestic Recruitment and Admissions or the UniSQ International Office will set up the Authority to Act at the time of processing the application, and an internal indicator will be applied to the Student's Enrolment record.

3.1.5 Authority to Act of elite athletes

Authorised Representatives of elite athlete Students will be automatically acknowledged as having an Authority to Act in relation to all matters relating to the Student unless the Student stipulates otherwise in writing to the Student Support Coordinator at time of registration for support.

Authority to Act will be acknowledged for the Authorised Representative of an elite athlete Student for the duration of the Student's interactions with the University that is at the time of registration for support to either the finalisation of studies or the cessation of the Student's sporting responsibilities with relevant sporting association. The Student Support Coordinator will set up the Authority to Act once registration for support has been approved and an internal indicator will be applied to the elite athlete's Enrolment record.

4 Revoking an automatically acknowledged Authority to Act

4.0.1 Authority to Act of Official Sponsors

Authority to Act of Official Sponsors will remain in place for supported Students until:

- the Official Sponsorship ceases; or
- the Official Sponsorship and the supported Student complete their business with the University; or
- there is a written agreement in English approved by the Official Sponsor and the Student that revokes all or part of the Authority to Act.

If the Official Sponsorship of the supported Student/s ends whilst business with the University is ongoing, the Authority to Act of the Official Sponsor in relation to all matters except financial matters directly involving the Official Sponsor will be revoked.

This process will be managed automatically by the International Office or by Student Administration and no forms are required to be completed.

4.0.2 Authority to Act of incarcerated Students

Authority to Act of correctional centre Authorised Representative/s will remain in place for incarcerated Students until:

- the period of incarceration ceases; or
- the correctional centre Authorised Representative/s and the incarcerated Student complete their business with the University; or
- there is a written agreement in English approved by both the Authorised Representative and the Student that revokes all or part of the Authority to Act.

This process will be managed by the Student Administration Office and no forms are required to be completed.

4.0.3 Authority to Act of under 18 International Students

Authority to Act for Students under the age of 18 years of age will remain in place for underage Students until:

- relevant documentary evidence is provided to support a change in the original Authority to Act and the details of the Authorised Representative are updated; or
- the under 18 Student completes their business with the University; or
- the Student turns 18 years of age.

This process will be managed automatically by the Student Administration Office and no forms are required to be completed.

4.0.4 Authority to Act of Students enrolled in the UniSQ Head Start program

Authority to Act for Students enrolled in the UniSQ Head Start program will remain in place until:

- the Student ceases their UniSQ Head Start program; or
- the Student accepts an alternative offer to study with the University independent of the UniSQ Head Start program; or
- relevant documentary evidence is provided to support a change in the original Authority to Act and the details of the Authorised Representative are updated; or
- the Student becomes independent from their family and provides relevant supporting documentation requested by the University.

This process will be managed automatically by either the Domestic Recruitment and Admissions

Office or the UniSQ International Office and no forms are required to be completed.

4.0.5 Authority to Act of elite athletes

Authority to Act for registered elite athletes will remain in place until:

- the elite athlete Student completes their business with the University; or
- the elite athlete Student's responsibilities with the relevant sporting association ceases;
or
- there is a written agreement in English approved by the Authorised Representative and the Student that revokes all or part of the Authority to Act.

5 Requesting a revocation of Authority to Act

A Revocation of Authority to Act Form can be submitted by:

Email to: usq.support@usq.edu.au

Or by mail to:

Associate Director (Student Administration)
Student Services Portfolio
University of Southern Queensland
Toowoomba QLD 4350

6 References

Nil.

7 Schedule Information

Accountable Officer	Academic Registrar
Responsible Officer	Deputy Academic Registrar and Director (Student Administration)
Policy Type	University Procedure
Policy Suite	Enrolment Policy
Approved Date	10/8/2023
Effective Date	10/8/2023

Review Date	20/7/2020
Relevant Legislation	<i>Crime and Corruption Act 2001</i> <i>Guardianship and Administration Act 2000</i> <i>Information Privacy Act 2009</i> <i>Right to Information Act 2009</i>
Policy Exceptions	Policy Exceptions Register
Related Policies	Code of Conduct Policy Fraud and Corruption Management Policy Handling Personal Student Information Policy and Procedure Privacy Policy Public Interest Disclosure Policy Records and Information Management Policy Right to Information Policy Student Expectations and Responsibilities Policy Students with a Disability Policy and Procedure Under 18 International Students Policy
Related Procedures	Admissions Procedure Enrolment Procedure Higher Degree by Research Student Admissions and Enrolments Procedure Right to Information Procedure Student Authority to Act Procedure
Related forms, publications and websites	Applying the Legislation - Evidence of Authority and Identity Australian Law Reform Commission Authority to Act Form Elite Athlete Registration Form

	For Your information: Australian Privacy Law and Practice (ALRC Report) Head Start Program Application Form Limited Resources Support Consent Form Revocation of Authority to Act Form
Definitions	Terms defined in the Definitions Dictionary Appeal A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned. Applicant A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University. Authorised Representative A representative who has been authorised to represent or act on behalf of a Student and acknowledged as such by the University in writing and in compliance with relevant University policy. 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. Domestic Student A Student who is an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis.

	Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Enrolment The process of admitting Students to one or more Courses for the current Academic Year. International Student A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa. Official Sponsor A third party or entity, located either within Australia or overseas, who has formally contracted with the University to accept debts on behalf of a Student, and therefore make payments and receive refunds on behalf of a Student. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this schedule only
Keywords	Authority to Act, release of personal information, Official Sponsor, incarcerated Student, Under 18 International Student, Head Start, elite athlete
Record No	15/615PL