

PROXY REGISTRATION FORM

STUDENT NAME: _____
(please print clearly)

STUDENT NO: _____

I authorize _____
(print name and address of proxy)

to register on my behalf. I recognize that proxy registration is authorized only with the following conditions.

- The signature appearing on my registration form is as binding as mine.
- My proxy must bring to registration this original, signed document as well as all other pertinent information as detailed on page 2 of this document.
- My proxy must complete my registration at the time and place indicated on my appointment card. Only if the proxy is a Dawson student whose appointment time coincides with mine can his/her registration be completed at the same time
- The proxy will provide proof of identification.
- Proxy registration does not waive my responsibility to pay fees according to the published schedule.
- My proxy is authorized to have access to information pertaining to my registration which otherwise is classified as confidential.
- This is the only proxy registration form I have authorized.

This proxy authorization is for the following program and session:

I agree to comply with all statutes, rules and regulations of the College, and certify that the information provided herein is true and correct. I understand misrepresentation of this data may result in the admission to, or registration in, the College being rescinded.

This document is in English by consent of the parties. We have read and comply with the above regulations as well as the guidelines and instructions provided on page 2 of this document.

Proxy signature

Student signature

Date

Date

Approved by: _____
(Registrar's Office)

You must provide the proxy with the following information:

- Your registration appointment card
- The original proxy authorization form
- Your student ID card
- Your student number and program
- Maiden name (if applicable)
- Permanent home address (with postal code)
- Local telephone number
- All fees as published in the relevant timetable
- Provide the proxy with the list of courses in which to be registered – be sure to include alternatives in case your first choice of courses is filled.

Keep in mind the following, particularly if you have a proxy due to medical reasons:

- Do you know the attendance policy of the teacher/department?
-marks for class participation are often related to attendance.
- Will you be physically able to handle the course work? Remember courses with labs often require long periods of standing in the lab.
- Phone your teachers to let them know why you may not have attended their first classes. Get lecture notes for missed classes from another student. Ask a friend to get the course outline and reading assignments from the teachers for you.