

Nomination of representative

Use this form to			
Nominate a person or firm to represent you and to give RMIT permission to deal with them.			
Section one Your details			
Name		Student or staff ID	
Email address		Phone number	
Postal address			
 We may call you to verify this form. If we do, we will use the contact information we have on file.			
Section two Your representative			
Name		Organisation	
Email address		Phone number	
Postal address			
Section three Permission, consent and acknowledgements			
Tick each box			
<input type="checkbox"/>	I am the person described in section one.		
<input type="checkbox"/>	I nominate the person described in section two as my representative and authorise them to deal with the RMIT Student Complaints team on my behalf.		
<input type="checkbox"/>	I give my representative permission to share my personal information with RMIT.		
<input type="checkbox"/>	I give RMIT permission to share my personal information with my representative.		
<input type="checkbox"/>	I understand the Student Complaints team offers a free complaint handling service and that it is not necessary to nominate a lawyer or any other person to represent me.		
<input type="checkbox"/>	If I choose to nominate a lawyer or any other person to represent me, I am solely responsible for any costs I incur in doing so, regardless of the outcome of any complaint I make.		
Signature			
By signing below, you state that:			
1. you are the person described in section one; 2. each of the boxes ticked in section three have been ticked by you; and 3. you hereby give/make the permissions, consents, acknowledgments and nomination described in section three.			
Name			
Signature		Date	
 This form and any permission, consent or nomination given in it expires 12 months after the date of signing.			
How to submit this form			
 Send your completed, signed and scanned form to complaintsadvice@rmit.edu.au			