

**PVCC REGISTRATION By PROXY FORM**

Term: \_\_Fall \_\_Spring \_\_Summer Year\_\_\_\_\_

**Paradise Valley Community College (PLEASE PRINT)**

A student, who is unable to register in person, may have another person register for them "By Proxy". To comply with federal laws dealing with the confidentiality of official student records (Family Right and Privacy Act of 1974), you must sign a release if you wish to authorize "Registration by Proxy". A new completed, signed, and dated proxy is required each time this person acts as your "proxy agent". The registration clerk will keep this form & attach it to your Enrollment/Schedule Adjustment Registration form.

At the time of registration, these items must be submitted to the PVCC Admissions and Records Office:

- 1) this completed proxy form, signed by both the student and the person acting as the "proxy agent",
- 2) a photo ID of the authorized person acting as the "proxy agent", and
- 3) any necessary documents verifying course pre-requisites, etc.

The student to be registered (not the proxy) has the ultimate responsibility for payment of tuition and fees by the payment deadline. At PVCC, a person may act as a "proxy agent" for a maximum of two (2) students per term.

Name of Student to be registered: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
(Print: Last, First Middle)

Name of your Authorized Proxy: \_\_\_\_\_ Proxy Agent's National ID.#: \_\_\_\_\_  
(Print: Last, First Middle)

Signature of Proxy Agent: \_\_\_\_\_ Date Signed: \_\_\_\_\_

I hereby grant approval for the person indicated above to serve as my authorized proxy for the purpose of registration at Paradise Valley Community College for the term indicated above.

Signature of the Student to be Registered: \_\_\_\_\_ Date Signed: \_\_\_\_\_