

Change of Premises Policy

Policies & Procedures | CRICOS 00971D



This is where it happens!



RELEVANT TO:

All Staff

RESPONSIBLE OFFICER:

Deputy Principal

REVIEW DATE:

November, 2017

ENDORSED BY:

SMT Members

DATE: November 2016

Purpose

The purpose of this policy is to manage the change of premises if any and minimise the impact on students. Premises imply head office and campus locations. It does not refer to change of classrooms within the same campus.

Policy Statement

Our policy is to advise students in advance of any change of premises. All students including those who have been issued a CoE whether in country or out of country will be notified by any change of premises if applicable.

Procedure

Identify any proposed changes. Identify impact on students. The College will do a risk assessment. Notify students by email and on notice boards of any relocation within 20 working days.