

# Change of Address (International students)

## 1. Student Notification to Institute

Upon arriving in Australia, students are required to advise the Institute of their residential address, mobile phone number, and email address. Students are required to notify the Institute of any changes to those details within 7 days of the change.

## 2. Legal Requirement

It is extremely important that students notify Student Administration of any change to their contact details as, under Section 20 of the ESOS Act (Education Services for Overseas Students), the Institute is obliged to serve a notice of your last known address if you breach a student visa condition relating to attendance or academic performance.

## 3. Institute Notifications to Students

The Institute may send warning notices to students when the Attendance or Satisfactory Course Progress policies are breached. This notices aim to support you to avoid breaches of your student visa conditions.

## 4. Six monthly Address Confirmation Required

International students are required to confirm their residential address, mobile phone number, and email address at least every six months.

It is the student's responsibility, and in their own interests to ensure that they always update their address details at the Institute to ensure that they receive important information about courses, fees and possible breaches of your student visa.

Additional information on student visa issues is available from the Department of Border Protection and Immigration website at [www.border.gov.au](http://www.border.gov.au).