



EYNESBURY
COLLEGE

SENIOR SECONDARY STUDENT CONTACT DETAILS UPDATE PROCEDURE

SECTION D - PROCEDURE

Related Policy

Orientation Policy

D.1 Procedure

Responsible	Procedure Steps		W/I
	1	Student responsibilities	
Manager, Student and Academic Services	1.1	Advise students during Orientation of the requirement to update address, mobile phone number and email address every six months or as changes occur.	
	1.2	Advise students under 18 and/or in Year 11 that a change of address may not occur until they have met with an Accommodation staff member.	
	2	Updates	
Student Services	2.1	Send reminder to the International Student Coordinator for students to complete Student Information Update at the commencement of Semester 1 and Semester 2 (High School).	
International Student Coordinator/Mentor	2.2	Provide Student Information update to all new and continuing students for completion.	
Student	2.3	Complete information fields and return form to Mentor.	
International Student Coordinator	2.4	Send completed forms to Student Services within 2 weeks of commencement.	
Student Services	2.5	Note and date change of address/information updates via a note in student management system.	

D.2 Supporting Documentation

Related material	Location
None	

Form templates	Location
Student Information Update form	Student and Academic Services

Records (including completed forms)	Location
Student Information Update forms	Student management system; student e-file

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

Current Version Number	2.0
Date of Effect	6/2019
Privilege Level	Public