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Student Visa Requirements - Change of student Information

Name:	**Student Visa Requirements - Change of student Information**
Approved by:	PEO
Date Approved:	24 August 2023
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	24 August 2024

Upon arriving at the College, you are required to advise us of your contact details, such as residential address, telephone number, email ID, passport details etc. It is your responsibility to inform the College in case of any changes in your contact details or information already collected from you. This includes changes to your emergency contact details as well. You must inform Student Services immediately of any changes by submitting 'Change in Personal Details Form' available on our website. This is vital to ensure you receive important information, such as your course progress, fees receipts and visa situation.

Younger students below 18 must keep their legal guardians contact details updated as advised above.

Forgetting to inform the College of any change of contact details is a violation of student visa conditions and is not accepted by Department of Home Affairs (DHA) or the College as an excuse for not receiving important information sent to you by the College or the authorities.

The College will communicate with you primarily through your email address on pertinent matters. Please check your email account regularly to make sure you do not miss any important course related information and announcements. Please be aware that if your email account is full, our messages might bounce.

Change History

Version	Approval date	Review by	Approved by	Change
V.4	11 November 2019	General manager	PEO	Development of policy
V.5	24 August 2023	General manager	PEO	Development of policy