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Change of Address Policy and Procedure

If a student has changed their address they must inform Student administration immediately.

In addition administration will contact the students every 6 months by email and on campus to check and update their contact details.

Currently this check is completed in April and October (annually).

If a student has changed address administration will enter these details in both the campus student Data System and on PRISMS.

Students can update their contact details at any time by completing the Change of Address form found in their Induction Book, on the download page of the website <http://eagleacademy.com.au/downloads> and on campus.

CHANGE OF ADDRESS FORM

Name: _____

Email Address: _____

Street Address: _____

Suburb: _____

Post Code: _____

Phone: _____

Mobile: _____

I understand that I must notify The Eagle Academy of any change in my details such as address, phone number, injury or illness.

If I do not do the above, I understand that the Department of Immigration may be notified by the academy.

Signed: _____ Date: _____