



## Premises Relocation Policy

### Policy

Advith Education will notify ASQA and all enrolled domestic and international students of any intent to relocate (including the head office and campus locations). Notification will take place at least 20 working days before relocation occurs.

All changes to arrangements made will be approved by ASQA prior to the changes being made. Advith Education will notify staff and students in any of the following ways:

- Written memo to staff and students
- Notices on prominent display boards around the campus
- Announcement in the class
- Email / SMS notification to all staff and students

### Responsibility

This is the responsibility of the CEO to inform the designated authority (ASQA) in writing (using the major changes form) of any intention to change/relocate teaching or administration facilities at least 20 working days prior to the relocation. Students will be notified in a manner listed above. The Facilities and Equipment Management Policy and Associated Procedures will apply when adding new premises, changing premises or modifying current premises.