

Communication Policy

Purpose	The purpose of this document is to set out the College's policy and requirements for communication by students with the College.
Applicability	This policy applies to all current and former College students.
Correspondence	A student must quote their student number in all correspondence with the College.
Change of contact details	<p>If a student changes their address or other contact details they must advise the College by email to support@collaw.edu.au</p> <p>The College will not accept responsibility if communications fail to reach a student because of a change of address.</p> <p>Overseas students studying under student visas arranged via the College must notify the College of any changes to contact details, including address and telephone number. Failure to do so may result in the cancellation of a student's visa.</p>
Communication from the College	Correspondence and notices from the College to students will normally be communicated electronically.
Respectful communication	In all communication with the College and with other students, students must comply with the Student Code of Conduct. Breach of the Student Code of Conduct may result in a range of consequences including suspension or expulsion for a Program.
Related policies	Student Code of Conduct

Name of Policy	Communication Policy	Document Type	Policy
Category	Academic	Information Classification	OPEN
Policy Owner	Chief Academic Officer	Last Updated (version)	22 August 2024