

How do I change my Address with Avondale?

You can change and update your current address through Student Connect as well as provide and update an Emergency Contact. If you are in the process of moving or you know that your address will change you can update your address in advance by choosing a future date from which the new address will apply.

How do I update my Current Address?

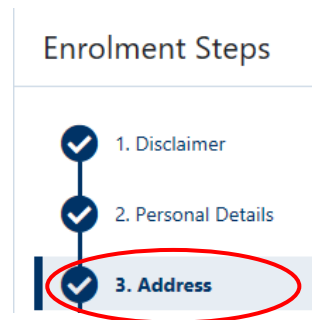
Step 1: Select the 'Update Address' option

Go to the menu item 'Update Address' on the left menu or 'Address' in the Self Enrolment Steps.

Menu Page



Self-Enrolment



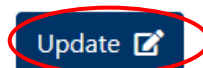
Step 2: Select Update for Postal Address Details


Select the 'Update' for the Address that you wish to update under postal Address.

Example:

* Postal address details

Number & Street	9999 Freemans Drive
City/Suburb/Town	COORANBONG
State	NSW
Post Code (ZIP)	2265
Mobile (Cell) Phone	9999 999 999



	<p>Important:</p> <p>The postal address you provide Avondale needs to match the address you have with the Australian Taxation Office. If it does not match, your information will not validate when you apply for loans or assistance through the government eCAF system. The address also needs to be your residential address within Australia.</p> <p>If your address has changed, please ensure that you update your address details through your myGov account.</p>
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Step 3: Select whether the Address is in Australia or Overseas

Where your address is within Australia, select the 'Domestic Postal Address'. If the address is an overseas address, please select the 'Overseas Postal Address' option.

Example:


Edit Address

Select new address type if the current is no longer valid

- The current address type is
- DOMESTIC POSTAL ADDRESS
 - OVERSEAS POSTAL ADDRESS

Step 4: Enter the Address information

You will need to enter the following information for a Domestic Postal Address: Number & Street, City/Suburb/Town, State, Postcode, Mobile Phone, Home Phone and Work Phone.

	<p>Note:</p> <p>Please ensure you have at least 1 valid contact phone number so that Avondale staff can contact you if required. You will receive a warning if you try to submit without a number. Avondale will send you text message notifications when necessary. It is advisable that an Australian mobile number be provided.</p>
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Domestic Postal Address:

Edit Address

Select new address type if the current is no longer valid

The current address type is DOMESTIC POSTAL ADDRESS
 OVERSEAS POSTAL ADDRESS

*Number & Street

*City/Suburb/Town

*State

*Post Code (ZIP)

Mobile (Cell) Phone

Home Phone

Work Phone

If not current, address effective from

Overseas Postal Address:

You will need to enter the following information for a Overseas Postal Address: Address 1, Address 2, City/Suburb/Town, State/Prov/County, Country, Postcode/Zip Code, Mobile Phone, Home Phone and Work Phone.

The current address type is DOMESTIC POSTAL ADDRESS
 OVERSEAS POSTAL ADDRESS

*Address Line 1

Address Line 2

Suburb/City/Town

State/Prov/County

*Country

Postal/ZIP Code

Mobile/Cell Phone

Home Phone

Work Phone

If not current, address effective from

Step 5: Save the Address Entered

To submit and save the address information simply select Save.



How do I add a Future Address?

Step 1: Follow Steps 1 to 4 in the Update Current Address Process

The process for adding a future address is the same as updating your 'Current Address' with the addition of a future date field being required.

Step 2: Enter a Future Date for the Address

When you get to the field 'If not current, address effective from' field you simply apply the date that you want the new address to apply. The date has to be in the future.

Example:

If today is 30/6/2019 and you want the new address to start on the 30/6/2019, you would enter the 9/6/2019 in the field.

If not current, address effective from

9/6/2019

Step 3: Save the Address Entered

To submit and save the address information simply select Save.

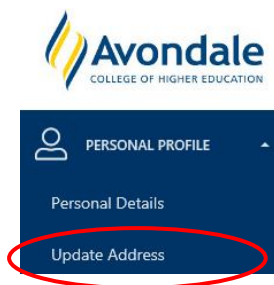


How do I add and Emergency Contact?

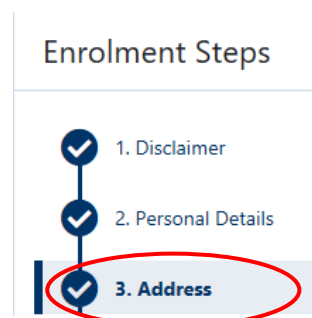
Step 1: Select the 'Update Address'

Go to the menu item 'Update Address' on the left menu or 'Address' in the Self Enrolment Steps. This is the page where you can update your address with Avondale.

Menu Page



Self-Enrolment



Step 2: Select Add for Other Address Details

If you wish to add an Emergency Contact select the 'Add' for the 'Other Address Details.'

Example:

■ Other address details (For example: Emergency Contact)

No existing address record



Step 3: Enter the Emergency Contact and Address information

To add an Emergency Contact and contact information you will need to enter the following information, Name of the Contact, Address details including Number & Street, Suburb, State, Country, Postcode (if it is an overseas address please use the Overseas Post Code), Mobile Phone, Home Phone and Work Phone. We also recommend an email address be provided as another method of communication and the relationship to you as a student (For example: Father).

Example:

Please select an address type to add

EMERGENCY CONTACT

Name of Contact

Number & Street

Suburb

State, Country

Email

Post Code

Overseas Post Code

Mobile

Home Phone

Work Phone

Relationship

Effective from

Step 4: Save the Address Entered

To submit and save the address information simply select Save.



How do I add a Future Emergency Address?

Step 1: Follow Steps 1 to 4 in the “How do I add and Emergency Contact?” section.

The process for adding a future address is the same as updating your ‘Current Address’ with the addition of a future date field being required.

Step 2: Enter a Future Date for the Emergency Contact Address

When you get to the field ‘Effective from’ you enter the date that you want the new address to apply. The date has to be in the future.

Example:

If today is 1/6/2019 and you want the new address to start on the 9/6/2019, you would enter the 9/6/2019 in the field.

Effective from

Step 3: Save the Emergency Address Entered

To submit and save the address information simply select Save.