

## Changes to Ownership, Management or Location Policy

### Purpose

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This policy governs the processes involved in making changes to the ownership, management, or location of Greenwich College Pty Ltd, including such change as it ceasing to operate.

### Scope

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This policy governs the staff and actions of the owners and executive management, Chief Executive Officer and/or General Manager in the event that a change in their personage occurs.

### Policy

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At the latest within 90 calendar days but preferable sooner, Greenwich College Pty Ltd will advise the designated authority in writing of:

- a change occurring to the ownership of the organisation as soon as practicable, i.e. as soon as Greenwich College Pty Ltd becomes aware that changes in ownership will take place - prior to the change taking effect;
- a change occurring to the high managerial agents (as defined in Section 15 of the ESOS Act) as soon as practicable prior to the change taking effect or within 10 working days of the change taking effect where the change cannot be determined until it takes effect;
- significant changes to its ownership;
- any event that would significantly affect Greenwich College Pty Ltd ability to continue to operate;

Greenwich College Pty Ltd will provide the designated authority with information on the new owner or high managerial agent for the purpose of making an assessment under the ESOS Act. 3.3

If changes to the structure of the provider result in a new legal entity, the new entity must seek a new CRICOS registration.

Any change to the legal entity constitutes provider default. While the course may continue to be offered at the same venue, with the same curriculum and teachers, the change in legal entity and corresponding change in CRICOS registration have the same effect as the provider ceasing to provide the course.

Greenwich College Pty Ltd will notify the designated authorities of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

Greenwich College Pty Ltd will notify the designated authorities, as soon as practicable, of any intention to cease operations in entirety.

<b>Version Control Number</b>	<b>Date</b>
V1.2	1 <sup>st</sup> Jan 2018
V1.3	5 <sup>th</sup> April 2023