

Student Photos

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| Policy Owner | Principal Executive Officer | | |
| Document Management | Marketing and Administration | | |
| Date Approved | July 2017 | | |
| File Name | MP4 Student Photos | Version | 1.1 |
| Last update | 15/12/2018 | | |
| Revision Date | 14/12/2019 | | |

Policy

All new Sydney City College of Management students are required to have their photo taken on orientation day.

Guidelines

- 1.0 Sydney City College of Management marketing and admissions staff is required to have a digital camera available to them on orientation day;
- 2.0 Each student on arrival is required to have their photograph taken and sign a photo consent form;
- 3.0 The photo is to be downloaded and saved onto the Marketing drive under a new folder called STUDENT PHOTOS, a subfolder with the YEAR, with each student photo saved under their relevant student number;
- 4.0 Students are requested to sign the Photography Agreement allowing the Institute to use student images in promotional material.

Related Documents

- AD 1 Photography Agreement